



JOB DESCRIPTION

- Job Title:** Finance & Governance Manager
- Location:** Portside Business Park, 189 Airport Road, Belfast
- Reports to:** Chief Executive Officer
- Salary:** NJC Salary Scale PO2/PO3 Points 29-35
£32,910 – £38,890
- Hours:** 37.5 hours per week. Hours of work will be those necessary to carry out the full responsibilities of the post, a small number of which may be in the evening. Time-off-in-lieu will be allowed in respect of working evenings.
- Duration:** Permanent

Background Information:

Disability Sport NI is the main disability sports charity in Northern Ireland working to improve the health and wellbeing of disabled children and adults through sport and active recreation.

The organisation works with people with physical, sensory and learning disabilities of all ages, and with schools, disability groups, sporting organisations and clubs to ensure that everyone can benefit from the health, social and educational benefits of sport and active recreation.

Disability Sport NI believes that every person with a disability has the right to participate in all aspects of life, and is committed to building a more inclusive society where disabled people have the same opportunity as non-disabled people to lead a full, active and healthy lifestyle through sport and active recreation.

Further information on the work of Disability Sport NI is available at www.dsni.co.uk

Job Purpose:

A key member of the Management Team, the post holder will be responsible for the management of the charity's finance, governance, and facilities management functions.

Main Duties and Responsibilities

1 Financial Management

- 1.1 In liaison with the Chief Executive Officer to prepare annual budgets and cash flow projections for Disability Sport NI and its community interest company, Live Active NI.
- 1.2 To carry out quarterly reviews of budgets against actual expenditure and highlight variances to the Chief Executive Officer and Management Team.
- 1.3 To prepare budgets for individual projects and grant applications as required.
- 1.4 To carry out the organisation's financial procedures on an ongoing basis in line with the charity's financial policies and procedures to include:
 - Purchasing and procurement procedures, including the processing of incoming creditor invoices using a purchase order system.
 - Generating invoices for training courses and other income generating services.
 - The requisition and issue of cheques and electronic payments, including direct debits and standing orders.
 - The preparation of debtors and creditors reports.
 - Monthly bank reconciliation and finance reports (including the credit card accounts).
 - Preparation of quarterly accounts the Board of Directors.
 - Maintaining appropriate financial records.
- 1.5 To prepare and submit quarterly budgeted and actual financial claims for a range of projects to a number of funding organisations in line with relevant conditions of funding.
- 1.6 To calculate and process staff salaries inclusive of deductions and contributions, expenses and employer pension contributions on a monthly basis.
- 1.7 To monitor the organisation's financial position on an ongoing basis and to advise the Chief Executive Officer on maintaining adequate levels of working capital and financial reserves.
- 1.8 To prepare end of year accounts for external auditors.
- 1.9 To prepare and submit annual returns to Companies Registry Northern Ireland and the Charity Commission for Northern Ireland.

1.10 To periodically review and update the charity's finance policy in line with recognised levels of best practice and retain a 'robust' assurance level from Sport Northern Ireland's 'Financial Systems Control Assessment' process.

2. Governance

2.1 To liaison with the Chief Executive Officer and Management Team to review and update policies and procedures in line with the charity's policy cycle review process.

2.2 To review and update the charity's insurance policies on a regular basis.

3. Facilities Management

3.1 Supported by the Administrator to plan and manage the charity's information technology and telecommunications systems.

3.2 Supported by the Administrator to manage all maintenance and health and safety issues related to the charity's office accommodation, equipment, warehouse and company vehicles.

4. General

4.1 To carry out any other duties commensurate with the grade and level of responsibility of the post.