



Job Description: Finance Officer

Salary:	€34,757 – 40,245
Hours:	Full-time, 35 hrs per week
Reporting To:	Director of Governance and Finance
Direct Reports:	N/A
Term:	1-year fixed term contract, renewable subject to funding and performance
Starting Date:	ASAP
Applications Deadline:	9:00am, Wednesday April 17th, 2024

Overview

Belong To's vision is for an Ireland where lesbian, gay, bisexual, transgender, and queer (LGBTQ+) young people are equal, safe, and valued in the diversity of their identities and experiences. We work with LGBTQ+ young people as equals to achieve our vision through youth work, changing attitudes, and research.

Our core values are those of inclusion, integrity, and respect, in an environment of honesty and openness. Our purpose is to create a welcoming, supportive, safe and fun space for LGBTQ+ young people. We are committed to collaboration and youth participation. We believe in solidarity and intersectional equality, and our work focuses on human rights and social justice. We are dedicated to continuous improvement in everything we do.

The Finance Officer is responsible for the integrity and accuracy of financial reporting and financial information relied on in the decision-making process by the Director of Governance and Finance. Ensuring that financial reporting is produced in accordance with best practice is a key focus of the role. The Finance Officer will also support the Fundraising Department with Grants Acquisition and Management, supporting the proposal development process and ensuring the effective and efficient management of grants administration.

Staff Benefits

Belong To provides staff members with an array of benefits and supports that increase their financial security, health, and well-being. We also support staff members to develop professionally and promote a healthy work life balance. Some of these discretionary benefits and supports include:

- Paid time off, including 26 holiday days, and following successful completion of probation access to our discretionary sick leave, parental leave, and bereavement leave schemes
- Educational assistance programmes (including paid study/ exam leave and an educational fund towards the costs of fees)
- An Employee Assistance Programme (EAP) covering you, and your loved ones.
- A death in service benefit which will pay a lump sum of x4 times your salary to your loved ones in the event of your untimely passing
- Family flexible working hours
- Hybrid Working arrangements
- Tax saver tickets and cycle to work scheme
- Staff coaching and mentoring programmes
- Staff training and development opportunities
- Staff wellness programmes
- Pension contributions (upon completion of 6-month probationary period)

Employee Education Assistance Programme

Belong To believes in supporting our employees to pursue education opportunities that will help them to develop in their career. Belong To operates an Employee Education Assistance Programme, through which funding and/or paid study leave is available for staff to pursue education and professional development courses.

Key Responsibilities and Duties

Finance

- Completion of day-to-day Finance activities (e.g., payments, invoicing and journals).
- All data entry to Sage accounting.
- Tracking and reconciliation of donations.
- Maintaining accurate financial records.
- Aged Debtors and Creditors Control.
- Preparation of monthly reconciliations (e.g., Bank Reconciliation)

- Preparation of monthly salary information and liaising with external providers (e.g., payroll provider and pension providers).
- Assist with Budget preparation.
- Completion of financial funder reports in accordance with funder agreements including statutory bodies.
- Dealing with financial correspondence (e.g., suppliers and banking)
- Maintenance of finance policies and procedures for review by the Director of Governance and Finance.
- Assisting with quarterly Management Accounts preparation.
- Assisting with Audit preparations including liaising with Auditors when required.
- Liaising with and preparing reports for the Finance and Audit Committee, as necessary.
- Provide support to the Director of Governance and Finance as required.

Financial Management of Annual Grants

- Keep track of grant applications, monitoring of funding opportunities, and preparing of requirements for new applications.
- Support the entire proposal development process for identified funding opportunities, working with relevant teams to develop high quality funding applications in accordance with funder guidelines.
- Support the proposal submission process to ensure timely submission of all required materials.
- Review new grants agreements and/or amendments, be aware of any new conditions and terms, and share important points with related staff.
- Ensure correct filing of original grant agreements and relevant grant documents.
- Support the preparation, planning and follow-up kick-off, review, and monitoring meetings.
- Manage and maintain the grants pipeline and associated trackers.
- Coordinate closely with programmes staff to ensure timely administration and monitoring of grant agreements.
- For appointed grants, prepare, develop, and manage agreements with National Offices.
- Support the management of financial commitments and spending in conjunction with relevant colleagues.

Note

This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisations aims are achieved. It should be noted that the organisation is

dynamic and fast paced and it may be necessary to step beyond the areas outlined above to support others from time to time.

Functional Competencies

Essential

- At least 2 years' experience in a relevant position.
- Accounting Technician qualification or similar Bookkeeping experience.
- Knowledge of FRS 102 SORP.
- Knowledge and experience of accounts software (e.g., SAGE, or similar)
- Excellent IT competency with Microsoft Outlook email and calendars.
Strong overall competency with Microsoft Office.
- Excellent communication and writing skills.

Highly Desirable

- Knowledge of trusts, foundations and grant making bodies in Ireland.
- Demonstrable experience of leading or supporting successful grant applications.

Other Desirable

- Experience of working in the not-for-profit sector in a Finance role.
- Experience working in the LGBTQ+ related sector.
- Experience of working with database systems, especially Salesforce.

Behavioural Competencies

Planning and Organising	
Contributes to the development of operational plans, ensures plans are fully implemented, monitors progress according to operational objectives. Seeks to improve how resources are used.	
<ul style="list-style-type: none"> ◆ Prioritises workload to ensure everything is completed to the agreed standard, monitors progress. ◆ Monitor's income and expenditure. ◆ Drafting and implementation of contingency plans. ◆ Where required to structure work of a team, ensures realistic timescales are set for both self and others. ◆ Contributes to the planning process of own department. ◆ Establishes effective measures of progress against agreed expectations. 	Level 3

Drive for Results	
<p>Determines best method to achieve goals and maintains flexibility ensuring effective delivery of work. Uses initiative to resolve problems where the solution may not be immediately apparent.</p>	
<ul style="list-style-type: none"> ◆ Regularly reviews and adopts most efficient approach to achieve team / department's objectives. ◆ Encourages teams to meet targets while maintaining quality of work. ◆ Monitors performance against clear standards or deadlines, providing appropriate feedback when required. ◆ Actively seeks to understand reasons for obstacles and to find ways to overcome. 	Level 2

Effective Communication	
<p>Tailors communications to effectively reach an audience. Has the ability to influence and negotiate within requirements of the role.</p>	
<ul style="list-style-type: none"> ◆ Effectively explains / conveys key, and at times complex, information (technical, legal, regulatory, or procedural) to others, adapting content and style, as necessary and ensuring that this information is understood. ◆ Takes others' perspectives into account when negotiating or presenting arguments. ◆ Anticipates reactions to messages and adapts communications accordingly. ◆ Proactively shares information and resources across departments which support improvement. 	Level 3

Team and Collaborative Working	
<p>Fosters a collaborative /team working spirit. Actively helps and supports others to achieve team goals.</p>	
<ul style="list-style-type: none"> ◆ Contributes to core and wider teams / groups in a consistently proactive and co-operative manner. ◆ Consistently displays positive approach to working with others. ◆ Appreciates the differences between people and is flexible in accommodating others. ◆ Where appropriate, passes constructive feedback to colleagues. ◆ Works for solutions that the majority of team/colleagues can support. ◆ Regularly volunteers and participates in activities. ◆ Shares work out equitably and fairly. ◆ Enlists the active participation of everyone to ensure team goals are achieved within the context of the role. 	Level 2

Effective Relationships and Networking	
Uses internal/external networks and relationships to identify and develop opportunities which may be of relevance to the organisation.	
<ul style="list-style-type: none"> ◆ Understands the conditions for effective partnership working. ◆ Speaks authoritatively on own area of expertise and is credible with partners/colleagues. ◆ Creates network opportunities for own department/team with interested parties to exchange information with others. ◆ Attends and participates in relevant committees and represents and promotes the organisation. ◆ Protects the integrity of relationships by not using influence inappropriately. 	Level 3

**Please note that listed above are the top 5 behavioural competencies applicable to this role and is not the exhaustive list of all competencies relevant to this role.*

Overview of Practical Arrangements

Hours and Place of work

Full-time, Monday to Friday from 9am – 5pm. This post offers excellent flexibility to the successful candidate including a Hybrid Working arrangement.

The usual place of work shall be in Belong To's office at 13 Parliament Street, Dublin 2.

Holidays

In addition to the usual public holidays the annual leave for this position is 26 working days (pro-rata).

The Protection & Safeguarding of Children and Vulnerable Adults

Belong To LGBTQ+ Youth Ireland has adopted a policy to protect and safeguard the welfare of clients. The post holder will be required to follow this policy at all times and any offer of employment may be contingent on Garda Vetting and Reference Checks. A copy of the organisation's Safeguarding and [Child Protection Policy and Vetting Policy](#) is available for review on our website.

Confidentiality

Due to the nature of this work the post holder will often be party to highly confidential and very personal matters – they must therefore be committed and able to maintain the very highest standards of confidentiality at all times.

Non-Compete/ Non-Solicitation

A condition of the contract of employment offered to the successful candidate will be a restrictive covenant commonly known as a non-compete and non-solicitation clause.

Pre-Employment Health Check

The successful candidate shall be required to complete a pre-employment medical check and be certified as fit to perform the duties of the role in advance of taking up employment.

Belong To LGBTQ+ Youth Ireland is an Equal Opportunities Employer.

We are committed to an inclusive and diverse organisation. We do not discriminate based on race, ethnicity, colour, class, ancestry, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, anti-body status, marital status, family status, religious belief, membership of the Roma or Travelling community or any other legally protected status.

Data Protection and Privacy

The General Data Protection Regulation (GDPR) came into force on the 25th of May 2019, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a role with Belong To LGBTQ+ Youth Ireland we create a number of both paper and digital records in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. To make a request to access your personal data please submit a request by email to privacy@belongto.org ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s). Information in relation to a candidate's personal data held by Belong To LGBTQ+ Youth Ireland are set out in our [data protection policy](#).

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Belong To LGBTQ+ Youth Ireland may decide that a smaller number will be called to the next stage of the selection process.

In this respect, Belong To provides for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other

candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. An expert panel will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

As part of the shortlisting process candidates may be selected to take part in a phone screening interview. An invitation to take part in a phone screening interview will be at the discretion of the Expert Panel and does not guarantee a formal interview.

Other Important Information

Belong To LGBTQ+ Youth Ireland will not be responsible for refunding any expenses incurred by candidates.

Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises we may at our discretion, select and recommend another person for appointment on the results of this selection process. A panel may be formed from which future vacancies may be filled.

Once a candidate has accepted an offer of appointment their name will be removed from the panel and no further offers of appointment will be made.

Submitting an Application

Please submit a completed application form in advance of the **deadline for applications of 9:00am, Wednesday April 17th, 2024.**

Applications should be submitted by email to: jobs@belongto.org. Please include "Finance Officer" in the subject line of the email.

We will inform candidates who have been successfully shortlisted. We regret that it is not possible to provide individualised feedback to applicants who have not been shortlisted for interview and we kindly request that you do not call or email seeking feedback. Feedback is available for candidates called to interview.

Interviews are provisionally scheduled to occur on April 26th via Zoom. If you are unable to attend for interview on this date, please state so clearly on your application form.

Candidates should note that canvassing will disqualify.