



Innovation Centre
Large Park
Hillsborough
County Down
BT26 6DR

T: 028 9268 1613
E: jason@agrisearch.org

21st February 2018

AgriSearch – Finance Officer

Information Pack and Application Form

Dear Applicant,

Thank you for your interest in the position of **Finance Officer** at AgriSearch.

The information pack includes the following documents which you should refer to when completing your application:

- Job description
- Person specification
- Application form.

Completed forms should be submitted by **5pm Monday 12th March 2018**.

Interviews will be held on **Thursday 29th March 2018**.

May I take this opportunity to thank you for your interest in AgriSearch. We look forward to receiving your application.

Yours faithfully,

Jason Rankin
General Manager

Job Description – Finance Officer

The Company and Role

The Northern Ireland Agricultural Research and Development Council (T/A AgriSearch), is a charitable organisation whose mission is to drive innovation and sustainability in ruminant livestock farming, as a trusted, valued conduit of knowledge and innovation based on sound science, and widely applied research.

Purpose of Role

We are now seeking to appoint a Finance Officer to provide a professional and comprehensive accounts service to track and administer funds associated with a range of grant supported projects. This will include liaising with research and industry partners to ensure timely completion and submission of project claim forms.

The role will also incorporate a range of general administrative duties to support the running of the AgriSearch office.

The role, reporting to the General Manager, is permanent and will be based in Hillsborough, County Down.

Working with key staff, the Finance Officer will co-ordinate use of funds in a timely manner, identifying and communicating any issues as necessary. The person will work closely with the Management Accountant to facilitate preparation of quarterly and annual management accounts.

Salary and Hours

The salary is circa £20,000 – £25,000 FTE per year, pro-rata to hours worked, depending on skills and experience.

The person appointed will work 30.0hrs per week over 4-5 days. (Full time equivalent is 37.5hrs).

Main duties and responsibilities

- Day-to-day entry of accounts information (purchase ledger, sales ledger, bank reconciliations etc.)
- Daily, weekly, monthly and quarterly routines and reports to set deadlines as required. Prioritise work to meet the necessary deadlines.
- Complete all relevant checking, authorization and payment processes to ensure only valid expenditure is approved for payment on a timely basis.
- Maintenance of computerized ledger and cash flows.
- Preparation of quarterly claims for all AgriSearch projects.
- Chasing up members of AgriSearch, AFBI and industry partner staff for the appropriate information to enable claims to be completed.
- Preparation of project budgets and reports on project income / expenditure against budget and milestone delivery for review by the General Manager and Office Bearers.
- Communicating issues or concerns in relation to the accounts to the General Manager, as appropriate to ensure robust financial control; ensuring a process of continuous improvement.
- Assisting in the servicing of the Trustees and Advisory Committee Meetings (compilation of meeting papers, taking minutes, scheduling of meetings, refreshments).
- Assisting with monthly task scheduling, organising meetings.
- Day-to-day management of the office.
- Any other ad hoc tasks and duties as required by the organisation

Person Specification

Essential knowledge, experience, skills and qualifications

- 5 GCSE's or equivalent including Maths and English at Grade C or above AND
- at least 2 years relevant experience, which must include use of Microsoft Office applications (particularly Microsoft Excel)

OR

- A minimum of five years relevant experience, which must include use of Microsoft Office applications (particularly Microsoft Excel)

In addition to the minimum requirements outlined above, the post holder will be able to demonstrate the following competencies:

- Demonstrable numeracy and data analysis skills.
- An ability to communicate effectively in person and in writing.
- The confidence to interact directly with colleagues and suppliers / industry partners.
- The capacity to use own initiative.
- Strong administrative and organizational skills.
- A high level of attention to detail.
- The desire to achieve work objectives at both personal and team levels.
- Ability to deliver workload within predetermined and fixed timescales.
- Confidentiality of company records as accessed by the role.

Desirable knowledge, experience, skills and qualification

- Experience in accounting for or assisting with the management of project grants.
- Experience of claims processing.
- Experience of working with Sage.
- Accounting Technician Qualification.