



## Job Pack

### Part Time Finance and Administration Officer

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## **Job Description**

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**Job Title:** Finance and Administration Officer

**Location:** Kilcooley Women's Centre, Bangor

Travel across the range of KWC group sites will be an essential part of this post.

**Reports to:** Line Manager & Senior Management Team,

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**Salary:** NJC Point Scale 4

**Contract Duration:** This is a post is currently secured until the end of December 2027,  
*Job is subject to 3-month probation period.*

**Holidays:** 25 days per year plus statutory holidays

**Hours of work:** 28 hrs per week, Monday to Friday - willingness to work including occasional evenings and weekends is essential.

**Start Date:** It is anticipated that this post will commence on 1 March 2026

*The following gives an indication of the current main duties and responsibilities of the post. The post holder will be expected to work flexibly and carry out any other duties appropriate to the role which may reasonably be required from time to time.*

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### **Main Purpose of Job**

The Project Finance & Administration Officer will provide a comprehensive financial and administrative support service to the Finance Manager and Project Co-Ordinators

### **Key Objectives for the Project Finance & Administration Officer**

The role of Project Administration Officer is a pivotal role within the KWC projects.

#### **The key objectives are:**

- Deliver an effective and efficient financial processing, accounting and administration support service to Finance Manager, Project Coordinators and to Project teams
- Deliver event organizing and general administrative support KWC teams
- Deliver finance and grant claims and financial reporting supports to KWC teams
- Provide reports and communications to the Finance Manager and KWC teams as required and in a timely fashion.

Please see key areas of responsibility for a more detailed breakdown of roles and responsibilities

#### **Main areas of responsibility for the post**

- Process invoices, orders, receipts, payments, journals and any other financial records in a timely and efficient manner
- Prepare and provide financial reports to the Finance Manager, Project Coordinators, the KWC teams
- Liaise with KWC Auditor/Accountant in the preparation of end of year accounts, organising the completion of same as appropriate.
- Maintain and prepare records and documents required for submission of claims to funder, and subsequent release of monies from funder; and to liaise with them over payment of monies agreed
- Support Project Partner staff to submit reports on Aims Reporting System for DFC
- Assist in the organisation of meetings and events, including the booking of venues, send out invitations to meetings and preparing agendas as appropriate
- Monitor and order materials, office goods and services for the Project teams and ensure that all materials, equipment, etc. are stored and used in line with KWC policies
- Prepare and manage, in conjunction with the Finance Manager, Project Co-ordinators, project budgets for approval
- Have responsibility for the maintenance of computerised and manual financial records and ledgers, journals and bank accounts, petty cash and other financial information related to projects
- Establish the necessary financial systems, manage and monitor spend and complete quarterly, annual, or other required returns
- Provide administrative support to the projects, board, staff and to any designated sub groups
- Receive and assist callers and sign post them to relevant assistance
- Process telephone and email enquiries and relay messages to appropriate people

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Attainments / Education</b>	<ul style="list-style-type: none"> <li>▪ Level 2 English and Maths or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>▪ Xero or Sage Financial Package training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in an administrative role and dealing with financial transactions.</li> <li>▪ Proficient in the MS Office suite – Word, Excel and Teams</li> <li>▪ Flexibility to be able to switch between a range of tasks, as required.</li> <li>▪ Ability to organise and prioritise own workload and meet deadlines.</li> <li>▪ Strong team working and interpersonal skills.</li> <li>▪ Excellent communications skills, both verbal and written.</li> <li>▪ Good IT skills and the confidence to apply them to new systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ -Experience of reception duties.</li> <li>▪ Experience of arranging meetings and managing diaries.</li> <li>▪ Experience of working in the voluntary sector.</li> <li>▪ Experience of organising seminars,</li> <li>▪ Experience of organising and supporting on-line events and meetings.</li> </ul>
<b>Skills / Qualities</b>	<ul style="list-style-type: none"> <li>- Proficient in Microsoft 365 applications e.g., Word, Excel, PowerPoint, Outlook, Teams</li> <li>- Effective organisation with the ability to manage time and prioritise workload to meet deadlines.</li> <li>-Administrative and budgeting skills</li> <li>- Excellent interpersonal and communication skills.</li> <li>-Open, honest, and trustworthy with the ability to build positive community, funder, and stakeholder relationships.</li> </ul>	
<b>Knowledge &amp; Values</b>	<ul style="list-style-type: none"> <li>- Knowledge of the community and voluntary sector</li> </ul>	Knowledge of issues relevant to the women's sector

		- Knowledge and understanding of the community and voluntary sector in the Ards and North Down region
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## Section 2

### Application Process:

- Applicants must complete and sign the Application Form included in **Appendix 1**. Applicants are required to also submit a CV and bespoke covering letter outlining their suitability for the specified role.
- **Cover letter must be 2 A4 pages maximum (one-sided only) and CV 4 A4 pages maximum (one-sided only). Font size 11.** Within your cover letter, you should provide evidence that you meet each of the criteria contained in the person specification by giving examples of what you have done, and demonstrating how you believe you meet each requirement. The shortlisting panel cannot make any assumptions. Simply asserting that you have the required knowledge and skills is not sufficient.
- Applications will only be accepted by email to [hr@kilcooleywomenscentre.co.uk](mailto:hr@kilcooleywomenscentre.co.uk) To be accepted the application **MUST** include the Monitoring Form (Appendix 2).
- **Application form, cover letter, CV and equal opportunities monitoring form** must arrive by 5pm on 6 February 2026
- Access requirements: Please let us know about any reasonable adjustments you may require during the recruitment process, including the application stage.
- We may only interview those applicants who appear, from the information provided, to be the most suitable in terms of the person specification provided. We reserve the right to use the enhanced criteria

### **Equal Opportunities**

- KWC is an equal opportunities employer. KWC does not permit unlawful discrimination of any kind against any person on grounds which include gender, sexual orientation, marital status, religious belief or political opinion, race, or disability. Unlawful discrimination is defined as treating a person less favourably than others are or would be treated in the same or similar circumstances.

### **Canvassing**

- Canvassing in any form will, disqualify a candidate for the appointment.

### **Interviews**

- **Interviews will be held w/c 16<sup>th</sup> February.** Please ensure your availability for interview on this date, including the evening, as it is not possible to arrange an alternative date.

### **Job Description**

- The duties outlined in the Job Description serve as a guide to the current and primary responsibilities of the post. These will inevitably vary as the role develops and the Job Description will be reviewed on a regular basis. Changes will be subject to consultation with the post holder

## Appendix 1

## APPLICATION FORM

## Application Check List

- ✓ Cover Letter: 2 pages max, one-sided only, Font size 11
- ✓ CV: 4 pages max, one-sided only, Font size 11
- ✓ Application form
- ✓ Full Drivers licence and access to transport
- ✓ Eligibility to work in the UK
- ✓ Able to start March 2026
- ✓ Equal Opportunities Form

**POSITION APPLIED FOR: Administration Officer**

### Are you eligible to work in the UK? Y / N

A full driving licence and access to transport for work purposes or access to another form of transport that would allow the postholder to meet the travel requirements of the post is essential for this post.

Are you able to begin if appointed in January 2026 Y / N

**REFEREES** - Please provide the name and address of two referees who should have knowledge of you in a working/academic capacity (one should be your most recent employer if relevant). References will only be taken up at appointment stage.

<i>Past Employer</i>	<i>Other</i>
Name:	Name:
Position:	Position:
Address:	Address:
Tel No:	Tel No:

Are you eligible to work in the UK?

You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post.

I certify that all the information I have given is correct to the best of my knowledge. I understand that knowingly giving any false information may result in any job offer being withdrawn or, if appointed, to dismissal.

**Signature of Applicant:** ..... **Date:**

.....

## Appendix 3 – Equal Opportunities Form CONFIDENTIAL

KWC wants to meet the requirements of equality legislation and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

Please return the completed form together with your cover letter and CV to  
[hr@kilcooleywomenscentre.co.uk](mailto:hr@kilcooleywomenscentre.co.uk)

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### Sex and gender identity

#### What is your sex?

Female  Male  Prefer not to say

#### Is the gender you identify with the same as your sex registered at birth?

Yes  No  Prefer not to say

If the gender you identify with is not the same as your sex registered at birth, please write in:

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**Age** 16-24  25-29  30-34  35-39  40-44  45-49   
50-54  55-59  60-64  65+  Prefer not to say

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#### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### Asian or Asian British

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

#### Black, African, Caribbean or Black British

African  Caribbean  Prefer not to say

Any other Black, African or Caribbean background, please write in:

#### Mixed or Multiple ethnic groups

White and Black Caribbean  White and Black African  White and Asian   
Prefer not to say  Any other Mixed or Multiple ethnic background, please write in:

#### White

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say

Any other White background, please write in:

**Other ethnic group**

Arab  Prefer not to say  Any other ethnic group, please write in:

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**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

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**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual   
Undecided  Prefer not to say

If you prefer to use your own identity, please write in:

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**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish   
Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

**What is your working pattern?**

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Full-time  Part-time  Prefer not to say

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**What is your flexible working arrangement?**

None  Flexi-time  Staggered hours  Term-time hours   
Annualised hours  Job-share  Flexible shifts  Compressed hours   
Homeworking  Prefer not to say  If other, please write in:

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**Do you have caring responsibilities? If yes, please tick all that apply**

None

Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say