



## Job Description

Job title	Finance and Data Manager (NI)
Accountable to	NI Director – link to Finance Directorate also
Objectives	<p><i>Objective 1</i></p> <p>To be responsible for The Fostering Network’s administrative/operational/facilities arrangements in Northern Ireland, adhering to all organisational policies and procedures.</p> <p><i>Objective 2</i></p> <p>To be responsible for budgeting and financial reporting as well as data management and data integrity in Northern Ireland. To assist the Director, FAA Service Manager and Project Managers with budget planning/management and financial support and data analysis to meet organisational KPIs and requirements of external commissioned contracts and services.</p> <p><i>Objective 3</i></p> <p>To be responsible for staff as appropriate (currently Finance Officer for FAA and Admin/Finance officer for TFN/FAA)</p>
Hours per week	36 hours

Location	The Fostering Network, Montgomery Road, Belfast
Status	Permanent
Disclosure required?  (The post involves contact with children and/or access to confidential information about children and families)	No

### **Responsibilities and accountabilities**

- Assist the Director with budget planning and management through provision of reports and analysis of financial information and data related to services delivered in NI
- To support the Director and Head of Operations in overseeing the collation and reporting of service monitoring data and financial information to external funders, ensuring finances are in order for project audits, for internal and external evaluation purposes, and, to meet service specifications of contracts delivered.
- To approve and authorise expenditure within the parameters of service specifications, in accordance with budgets set and policies and procedures in TFN
- To be responsible for the management of facilities and resources in Northern Ireland in line with the organisation's policies and procedures.
- To be responsible for the day-to-day management of TFN's digital information in line with the organisation's digital strategy including oversight of all Fostering Attainment and Achievement data, providing reports to project managers and directors as required.
- With the Director and Head of Operations provide operational support as required to all projects including approving and authorising expenditure in line with organisational policies and procedures, providing financial information for reporting purposes internally and externally and informing funding bids as required.
- Contribute significantly with support of Finance Director/Head of Finance/NI Director to the annual planning, budgeting and rolling 2-3 year forecasting process for NI.
- Generate future orientated analysis and insight as required to enable the organisation to understand the opportunities and challenges of trends and to enable data-led decisions to be made on a timely basis as options present themselves.
- Supporting Lead Managers in NI in the preparation and review of new projects including capacity planning and ensuring all financial aspects are considered.

- Contribute to the year-end process. Maintain a general situational analysis across all financial aspects of the service in Northern Ireland.
- Contribute to the development of financial processes and controls, identifying and implementing best practice where appropriate.
- Participate in cross functional projects, providing financial support, modelling and analysis as required.

### **General responsibilities**

- Contribute to organisational effectiveness through positivity and pro-activity
- Manage own workload and time Have a flexible approach to work patterns in line with needs of the role
- Participate in staff training and events as requested.

### **Management**

- Administration/finance staff

### **Budget**

- To be responsible for such budgets as delegated, including monitoring expenditure against budgets set

### **General statement**

It is the nature of The Fostering Network that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description.

## Person Specification

### Our Values

As an organisation, we believe that we make a difference to foster care and our people values are expressed in the work that we do:

We are TRUSTED, We are TOGETHER, We are VITAL

### Knowledge, Skills and Experience

#### Essential

You will be a results driven, organised individual with substantial experience of managing admin, digital and financial systems in a busy office environment. You will be an analytical thinker, a problem-solver with excellent communication skills, who can work independently, prioritising work to meet deadlines and competing demands while motivating others and working as part of a team in Northern Ireland and with the UK wide finance team.

- Substantial, demonstrable, experience of managing financial systems in a busy, working environment to tight deadlines and with high degree of accuracy.
- Substantial experience of using computerised accounting systems
- Experience and proven ability to liaise with external suppliers to manage invoice systems and ensure sound management of debt.
- Experience of handling cash and implementing robust accounting systems and processes.
- An in-depth knowledge of using CRM systems and expert knowledge of using Microsoft systems or equivalent including use of Sharepoint/Teams etc
- Experience of managing a busy office including management of finance and administrative staff remotely and in office.
- Demonstrable experience of managing facilities.
- Experience of managing a wide range of complex financial, administrative and IT related tasks to tight deadlines within organisational policies and procedures
- Experience of handling confidential information in a professional manner
- Excellent standard of literacy and numeracy with proven ability to manage financial processing and information accurately
- Proven ability to manage and motivate staff
- Ability to apply relevant principles and techniques of Microsoft database to analyse and identify potential solutions to operational issues relating to the use of the database.
- Ability to take direction and to work independently with a minimum of supervision

**Desirable (if any)**

An understanding of the issues affecting looked after children in foster care

**Additional Information**  
**Pay and conditions of service**

Band	Band 4
Salary	£32,000pa
Annual Leave	25 Days plus 5 Fostering Network days (pro rata, as necessary).
Probationary period	6 calendar months.
Notice period	8 working weeks One week during probationary period.
Hours of work	36 per week
Pension	Optional. Money-purchase scheme and salary sacrifice option is available with AEGON: Employee contribution is 3% of gross annual salary Employer contribution is 5% of gross salary.
Season Ticket Loan	An interest free season ticket loan is available to all staff immediately, if appropriate
Trade Union	The Fostering Network recognises the trade union Unite and members of staff can join if they wish.

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I have read and agree the revised job description for:

\_\_\_\_\_ Date \_\_\_\_\_  
(Job title)

Signed \_\_\_\_\_ Print name \_\_\_\_\_  
(Post holder) (Post holder)

Signed \_\_\_\_\_ Print name \_\_\_\_\_  
(Manager) (Manager)