



Candidate Information Pack

For the Position of

Finance & Resource Executive



January 2025



Dear Applicant,

Thank you for your interest in the role of Finance & Resource Executive!

The Finance & Resource Executive is a pivotal position, essential to maintaining the financial health and operational integrity of CAN. Reporting directly to the CEO, this role involves close collaboration across departments to manage audits, oversee budget planning, and ensure smooth execution of key administrative functions.

We're seeking a dedicated professional who is passionate about making a meaningful difference in the lives of people with learning disabilities. The ideal candidate will bring experience in financial management, compliance, and resource management, all vital to achieving CAN's strategic objectives.

While formal qualifications are valued, we place greater emphasis on practical, hands-on experience that drives real-world results. If you have the expertise and drive to make a tangible impact, we'd love to hear from you!

How to Apply

1. Review the Job Application Pack:

Carefully read this pack for full details about the role and requirements.

2. Submit the Following Documents:

Cover Letter: Provide a cover letter (maximum 2 A4 pages) outlining your interest in the position and detailing how you meet the specified criteria.

CV: Attach a CV that highlights your relevant experience, referring to the Job Specification.

Reference Details Form: Complete the attached Reference Request Form with details of two referees, one of whom must be your current or most recent employer.

3. Interview Process

Shortlisted candidates will be invited to an interview during the week beginning **Monday, 10th February 2025**.

If you encounter any issues with submitting your application, need accessibility accommodations, or would like to discuss the role informally, please contact **Janet Schofield** on **028 2752 3053**.

We look forward to receiving your application. **Good luck!**

Yours sincerely,

Janet

CEO, CAN

Charity No. **NIC100988** Registered Company No. NI32676

Head Office Address: 32 Lislagan Road, Ballymoney, BT53 7DD. Tel 028 275 23053. www.compasspeople.org

Finance & Resource Executive

Job Application Pack



Job Details

Job Type: Permanent, full-time (open to job share/reduced hours)

Salary: £30,000 - £35,000 per annum (depending on experience)

Location: Office based at Lislagan Farm, Ballymoney, with opportunities for flexible working

Benefits:

- 25 days annual leave (+ bank holidays, increasing after 5 years of service)
- 8% contribution to pension scheme
- Healthcare and enhanced sickness cover after one year of service
- Flexible working options

Application Deadline: Friday 31st January 2025 at 4 pm

About CAN (Compass Advocacy Network)

CAN is a bold and creative organisation supporting children, young people, and adults with learning disabilities, autism, and mental health issues across the North Coast of Northern Ireland. With over 25 years of service, CAN is driven by a commitment to empowering individuals to “Be the BEST they can Be.”

Our core services provide meaningful day opportunities, respite breaks, health and wellbeing projects, and therapeutic interventions. As societal needs evolve, CAN continues to grow, adapting services to meet emerging challenges. Through advocacy, CAN champions the voices of our members, ensuring their needs are at the forefront of policy discussions.

To learn more about CAN, view our introductory video:

<https://www.youtube.com/watch?v=tzjuuDWoo1g> or visit: <https://compasspeople.org/> .

In 2021, CAN expanded by acquiring Lislagan Farm, a historic 11-acre property that now serves as a community hub. Lislagan Farm provides social, leisure, health, and therapeutic experiences for our members and welcomes a diverse range of community groups and businesses for immersive events.

About the Role

As this is a senior position, the Finance & Resource Executive will play a critical role in ensuring CAN's financial health and integrity. Working directly with the CEO and SMT, the role encompasses budget management, audits, and essential administrative functions collaborating with teams across the organisation. This role will additionally support the Board of Directors through accurate financial reporting in overseeing financial compliance and governance.

Key Responsibilities

1. Accounts Payable and Banking

- Manage bills in QuickBooks, including payment processing and reconciliation.
- Approve and reconcile all bill payments, credit cards, and banking transactions.

2. Financial Reporting and Analysis

- Prepare quarterly/bi-annual management accounts and P11D reports.
- Generate board papers for financial sub-groups and assist with board meetings.
- Handle VAT returns and maintain weekly sales figures in QuickBooks

3. Budget Management and Forecasting

- Collaborate on annual budgets and prepare cash flow projections and budgets for applications.

4. Internal Financial Controls

- Develop and maintain financial policies to strengthen internal controls and ensure regulatory compliance.

5. Payroll and HR

- Manage payroll submissions (via PayEscape), maintain HR portal (HREscape), and support recruitment.

6. Project and Inventory Management

- Oversee farm bookings, invoicing, and maintain project materials inventory.

7. Risk Management

- Assess financial risks and implement contingency plans.

8. Compliance and Audits

- Support audits, monitor annual returns to a range of bodies including funders and the Charity Commission, and manage HR compliance.
- Support Governance through engagement with Executive and Non-Executive members of the organisation.

9. Administration and Insurance

- Oversee insurance policies to ensure adequate coverage for all activities.

Person Specification

Qualifications & Skills

Experience: At least 2 years of experience in a finance or accounting role within the last 5 years. Whilst proficiency in QuickBooks is desirable, other financial packages (such as Xero, Sage and Sage 50) are acceptable.

Technical Skills: Strong knowledge of accounting practices, payroll, and VAT returns, with proficiency in online accounting, online banking, and MS Office.

Organisation: Excellent organisational skills with the ability to manage multiple tasks. Effective time management is essential.

Communication: Strong verbal and written communication skills, able to convey financial information to non-finance stakeholders.

Attention to Detail: High level of accuracy in financial data management.

Compliance: Knowledge of UK finance regulations, tax, and compliance standards.

Other Requirements

- Clear Access NI check
- Right to work in the UK
- Two satisfactory references

Candidate Reference Request Form

Position: Finance & Resource Executive

Please complete the following form with the details of two referees. One referee must be your current or most recent employer. References will only be contacted if an offer of employment is being considered. All information provided will be handled confidentially.

Candidate Information

- **Full Name:**
 - **Position Applied For:** Finance & Resource Executive
 - **Date of Application:**
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Referee 1 (Current or Most Recent Employer)

- **Referee's Full Name:**
 - **Position/Job Title:**
 - **Company/Organisation Name:**
 - **Relationship to Candidate:** (e.g., Manager, Supervisor)
 - **Contact Information:**
 - **Phone Number:**
 - **Email Address:**
 - **Dates of Employment in this Role:**
 - **Candidate's Main Responsibilities in this Role:**
 - **Salary in Current or Most Recent Role:**
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Referee 2 (Professional Contact)

- **Referee's Full Name:**
 - **Position/Job Title:**
 - **Company/Organisation Name:**
 - **Relationship to Candidate:** (e.g., Manager, Colleague)
 - **Contact Information:**
 - **Phone Number:**
 - **Email Address:**
 - **Dates of Employment/Association with Candidate:**
 - **Candidate's Main Responsibilities/Role during Association:**
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Consent for Reference Contact

I confirm that I have informed the above referees that they may be contacted in connection with my application for the Finance & Resource Executive position at CAN, and I have obtained their consent to provide a reference on my behalf.

- **Candidate's Signature:**
 - **Date:**
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Instructions for Candidates

1. Complete the form with your referee details, ensuring that one is your current or most recent employer and that the salary information is provided for this role.
2. Confirm that both referees are aware of and consent to being contacted regarding this role.
3. Submit this form along with your application.

Thank you for your cooperation. References will only be contacted as part of the final hiring process.