

ULSTER BADMINTON – ADMINISTRATION & FINANCE OFFICER

CONDITIONS

Job Title:	Administration & Finance Officer
Employer:	Ulster Badminton
Location:	Lisburn Racquets Club. 36 Belfast Road, Belfast BT27 4AS
Responsible to:	Ulster Badminton Executive Manager
Hours:	15 hours per week. Job responsibilities will demand working some evenings and weekends for which time-off-in-lieu arrangements will apply.
Duration:	Fixed Term Contract until March 2028 subject to funding and a probationary period of 6 months

JOB DESCRIPTION

BACKGROUND INFORMATION

Ulster Badminton is the governing body for badminton in Ulster and is responsible for the promotion, development and management of all badminton in Ulster. Ulster Badminton is an affiliated branch of Badminton Ireland, the National Governing Body.

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PRIMARY JOB PURPOSE

The post holder will be responsible for the day-to-day general administration of the organisation, assisting the Executive Manager, Director of Finance & Governance and supporting the staff/volunteer team.

A working knowledge and experience of Finance & Finance Software in a payables / receivable's role.

KEY DUTIES AND RESPONSIBILITIES

Provide a full range of administrative support to the Executive Manager, Director of Finance, Development Officer & Pathways Officer, Participation Officer.

To undertake all day-to-day work required in the Ulster Badminton Office under the supervision of the Executive Manager

Carry out reception duties by acting as the main point of contact for visitors and callers to the office, receiving and dealing with telephone communications as appropriate.

Provide administrative support to the Finance Director and Executive Manager for UB financial systems and procedures including, but not limited to:

- Maintain and keep up to date Accounts system and all associated reports.
- Preparation of monies for lodgements and make lodgements.
- Preparation of supplier invoices for payment

Provide support for Ulster Badminton programmes and activities including assisting with the administrative arrangements of Tournaments and general Ulster Badminton events held within Ulster, including attending events where appropriate and when agreed.

Provide administrative support for all Ulster Badminton public relations and promotional activities including assisting with the compilation of publications, press releases, updating the web site and social media platforms, and any other PR activities as required.

To maintain an efficient office filing system and records keeping to best practice standards.

Undertake general administrative duties including, but not limited to:

- General word processing and typing as required, including correspondence, the compilation of agendas and papers.
- Office filing, copying and faxing.
- Keep all office files, databases and archives accurate and up to date.
- Collation and distribution of minutes, reports and other documents.

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- Dealing with the receipt and distribution of correspondence, reports, faxes, email; dealing with sensitive correspondence.
- Ordering of equipment, materials and office supplies.
- Minute taking for Board & staff team meetings and other meetings as required.

Maintain a high level of confidentiality of information within and outside the workplace at all times.

Maintain close links and inform the Executive Manager of all issues likely to affect the operations of Ulster Badminton

Work alongside other staff and volunteers to contribute to the development of Ulster Badminton as a whole.

To undertake further training as required.

To work out of hours, if required, to carry out the above duties.

GENERAL RESPONSIBILITIES

Act in accordance with the Code of Conduct for Ulster Badminton employees.

Comply and actively promote Ulster Badminton's policies and procedures as directed.

Undertake the foregoing duties in such a way as to enhance and protect the reputation and public profile of Ulster Badminton.

Any other duties as may be allocated from time to time in accordance with the general nature of the post.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the relevant roles and responsibilities for this post. The job description is subject to amendment in light of the changing needs of the organisation.

Personal Specification		Description
1.	Qualifications	
	Essential:	1.1 – Educated to A Level (or Equivalent)
	Desirable:	<ul style="list-style-type: none"> • Educated to GCSE level (or Equivalent) with a minimum of Grade C (or Equivalent) in English & Mathematics. • Qualification in the area of Business Administration • Accounting qualification (or at least working towards this)
2.	Experience	
	Essential:	2.1 – Advanced level experience in Microsoft Office 365 and accounting software. 2.2 – At least 2 years’ experience in an administration or Finance role
	Desirable:	<ul style="list-style-type: none"> • Prior experience of working in an office environment
3.	Skills & Abilities	
	Essential:	3.1 – Excellent communication skills, both written and verbal 3.2- Ability to work to deadlines 3.3- Ability to work unsupervised 3.4- A high standard of interpersonal skills
	Desirable:	<ul style="list-style-type: none"> • Problem solving ability • Ability to show initiative • Strong attention to detail • Ability to Work as part of a Team
4.	Personal Qualities	
	Essential:	<ul style="list-style-type: none"> • Efficient • Self-motivated • Flexible approach to work • Proactive

	<ul style="list-style-type: none"> • Confidential • Enthusiastic
5.	Other considerations
Essential:	5.1 – Flexibility to work outside normal working hours when required

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