

## **ADMINISTRATION & FINANCE OFFICER**

Ulster Badminton are pleased to opened the recruitment process for an Administration & Finance Officer.

We are looking for a self-motivated and proactive individual to join the Ulster Badminton Team and help ensure our Vision of:

- BUILDING strong and sustainable schools, clubs and communities
- EXCELLING at local, regional, provincial, national and international level
- SUPPORTING the promotion and awareness of our sport
- TARGETING under represented groups, participants and volunteers

The primary responsibility of this role is for the day-to-day general administration of the organisation, assisting the Executive Manager, Director of Finance and supporting the staff/volunteer team. Additionally, the role will assist with daily Finance operations across the sports.

\*Training in Finance & Finance software is available with the Post.

**Job Title:** Administration & Finance Officer

**Location:** Badminton Office, National Badminton Centre with some remote working

**Hours:** 15 hours per week.

**Salary:** £10,800

**Duration:** Fixed Term until March 2028, subject to funding and a probationary period of 6 months

**Closing Date** - Applications to be received not later than **Monday 1<sup>st</sup> July at 4pm** either via email or post.

To download an Application form , please visit the Ulster Badminton Website – [here](#) or alternatively packs can be requested from the Ulster Badminton Office:

Ulster Badminton  
National Badminton Centre  
36 Belfast Road  
Lisburn  
BT27 4AS  
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If you have any further questions please feel free to contact the Ulster Badminton Office.