



JOB DESCRIPTION

POST TITLE:	FINANCE & ADMINISTRATION OFFICER
SALARY:	£18,000 pro-rata
HOURS:	20 hours
REPORTING TO:	Executive Manager
LOCATION:	Ulster Hockey Offices, Castlereagh Business Park, Belfast
Type of contract:	Permanent - Subject to probation period of 6 months.

Reporting to the Executive Manager the Office Manager will be responsible for the administrative operations of the Ulster Hockey. The role will also include the processing of income, the payment of suppliers' accounts, and allied banking arrangements.

A working knowledge and experience in accounts software in a payables / receivables role, to include journal posting and basic book keeping is required. This will also include production of monthly report and budgetary control.

Ulster Hockey is in the process of incorporation, and as such the post-holder will be required to support the Executive Manager and Board ensuring the financial and administrative aspects of the organisation comply with Companies House requirements.

PRIMARY JOB PURPOSE

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

KEY DUTIES AND RESPONSIBILITIES

- 1.** Provide a full range of administrative support to the Executive Manager, Honorary Treasurer and Ulster Hockey staff/volunteer team as required.
- 2.** To undertake all day to day work required in the Hockey Office under the supervision of the Executive Manager
- 3.** 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.

4. Provide administrative support to the Honorary Treasurer and Executive Manager for UHU financial systems and procedures including, but not limited to:

- Maintain and keep up to date SAGE Accounts system and all associated reports.
- Preparation of monies for lodgements and make lodgements.
- Preparation of supplier invoices for payment
- Preparation of floats and collation of gate receipts for all UHU events, as required

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

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

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

8. 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.
- 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 staff team meetings and other meetings as required.

9. Provide administrative support for matters relating to the office premises and operations including security, alarms, opening, insurance, utilities etc.

10. Maintain a high level of confidentiality of information within and outside the work place at all times.

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

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

13. To undertake further training as required.

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

GENERAL RESPONSIBILITIES

- 15.** Act in accordance with the Code of Conduct for Ulster Hockey employees.
- 16.** Comply and actively promote Ulster Hockey's policies and procedures as directed.
- 17.** Undertake the foregoing duties in such a way as to enhance and protect the reputation and public profile Ulster Hockey.
- 18.** 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.