

# Finance and Administrative Assistant

Centre for Effective Services (CES)

## Role Profile

December 2025



**Title:** Finance and Administrative Assistant, Belfast

**Employer:** Centre for Effective Services - CES

**Location:** CES offices, Belfast (hybrid)

**Duration:** 3 year fixed-term contract

**Hours:** Full-time (37.5 hours per week), but flexible options will be considered.

## About CES

CES aims to improve the lives of people living in Ireland and Northern Ireland by supporting the implementation of excellent public services through evidence informed policy and practice. We work with government departments and service providers to design, develop, implement and evaluate public policies and services.

CES is a not for profit, all island organisation established in 2008. An early focus on children and young people is still important to our work, and we have expanded our work in health, social care, education, justice and housing. Originally funded through philanthropic and state grants, CES is increasingly funded through income generation in providing expert support aligned with our charitable status.

Read our latest organisational strategy 'Partnerships, Profile, People' [here](#).

## Our Values

The following values are important to us in how we approach our work:

- Collaboration
- Creativity
- Equity
- Evidence
- Learning

## Working at CES

Our team combines expertise relevant to our work, including implementation and change management; research, evaluation and evidence synthesis; policy and practice; knowledge and communications; finance and governance. Our work at CES is made possible by the commitment of our staff. We welcome people with a wide range of skills, from different backgrounds, sectors and disciplines. Staff at CES have the opportunity to work on projects in Ireland, Northern Ireland, or on an all-island basis. We provide our staff with work which is rewarding, challenging and which makes a difference to people living in our communities. We offer flexibility, opportunities to learn, reflect and progress.

## Objective for this role

We seek a highly organised, energetic individual capable of managing multiple tasks, support the Finance manager and project leads in managing project budgets, income recognition and project administration through the life cycle of the project. It is envisaged that the finance functions will comprise 2.5 days of the role and administration up to 2.5 days of the role.

## Key Responsibilities

- Providing administrative support to the Finance Manager, relevant Project Leads and wider team.
- Supporting the finance manager in managing project budgets and income recognition through the life cycle of projects. This includes supporting monthly project budget reports which monitor actual and forecasted time and costs vs budget and ensuring that third party project costs and expenses are recorded in our time management system.
- Working closely with the finance manager to ensure that project administration complies with regulatory and financial requirements.
- Maintaining the project filing systems to ensure complete and organised accounting files, especially regarding original procurement documents and personnel salary files.
- Ensuring organised and complete accounting file documentation by project partners and developing procedures for the systematic transfer of all original documentation to the Lead Partner (CES).
- Employing financial oversight and control mechanisms and procedures to ensure that all program expenses are in accordance with CES financial policies, procedures, rules, and regulations.
- Regularly prepare and present financial reports, analyses, and recommendations concerning relevant financial issues.
- Verify accuracy and compliance of expenses and expense reporting.
- Handle invoice processing, expense tracking, and procurement requests.
- Act as a point of contact for internal and external stakeholders.
- Responding to finance-related queries from internal teams and external stakeholders.
- Assisting with tendering tasks and information.

### **Project Administration duties**

- Maintain documentation, including project meeting minutes, status reports, action items, project calendars and track key milestones and deadlines.
- Organise and maintain digital databases and filing systems, ensuring prompt and accurate documentation management.
- Make arrangements for external training and networking events, liaising with venues and processing participants bookings and feedback.
- Provide administrative data to contribute to funder reports.
- Facilitate communication between internal teams, stakeholders, and external partners.

*This list is not exhaustive and may vary from time to time.*

## Person Specification

- Bachelor's degree in business, or a related field (or equivalent experience), or qualified accounting technician
- Minimum of 3 to 5 years' experience of working in a finance assistant/ administrative role
- Experience of preparing project documents including action logs, presentations and reports, budget reports, time sheets and invoices.

- High level of proficiency in Microsoft Office Suite - Word, Excel, PowerPoint, Outlook and Teams.
- Experience of working in client focused, service-oriented organisations.
- Highly developed interpersonal skills with an ability to communicate effectively with a wide range of stakeholders.
- Self-motivated, effective team member with the ability to work on his/her own initiative.
- Ability to prioritise work and meet deadlines, while producing work to a high standard.
- Ability to represent the organisation appropriately.

#### Desirable Skills/Competencies

- Knowledge of the not-for-profit sector, public sector and voluntary services for children, young people, families and communities.
- Knowledge of SharePoint document management and Harvest (or other time management software).

### Reporting to

Finance manager.

### Contract Term

3-year fixed term contract.

### Hours of Work

The hours of work will be full-time (37.5 hours per week), but flexible options will be considered.

### Location

This position is based in CES's offices in Belfast. CES is operating a hybrid working model and the post holder will be expected to be in CES offices in Belfast at least once a week. Due to the all-island nature of CES' work, there may be a requirement to travel from time to time including to CES's office in Dublin or to other locations in Ireland.

### Why apply for this post?

- A competitive salary is offered, commensurate with skills and experience. An indicative range for this role is £28,000 - £31,562
- 25 days of annual leave
- CES makes a matched contribution of up to 5% of annual salary to a designated pension scheme after completion of a probationary period.
- Access to a range of flexible working options.
- Excellent training and development opportunities.
- Access to a focused employment wellbeing programme.
- Cycle to Work Scheme supported.
- Tax saver travel ticket scheme supported.
- Opportunity to work on projects in other CES locations.
- Opportunity to work towards meaningful social change in the not-for-profit sector.

### How to apply

To apply, please forward your CV with cover letter to [recruitment@effectiveservices.org](mailto:recruitment@effectiveservices.org). Your cover letter should detail what attracts you to the role and to CES and how your experience meets the essential and desirable criteria. (kindly include “**Application – Finance and Administrative Assistant**” in the subject line)

The closing date for receipt of applications is **5pm on Tuesday 6<sup>th</sup> January 2026.**

**To be considered for this role, candidates must be legally eligible to work in Northern Ireland.**

Queries can be addressed in confidence to [hr@effectiveservices.org](mailto:hr@effectiveservices.org)

As a result of this competition a panel may be formed from which future similar vacancies in CES may be filled. This panel will remain active for a maximum period of 12 months.

## Equal Opportunities

We are an equal opportunity employer and value diversity at CES. Should you require accommodations or assistance during our recruitment process due to a disability, please contact [hr@effectiveservices.org](mailto:hr@effectiveservices.org) for support.

For more details on our recruitment process, please see CES recruitment policy [here](#).

## Data Protection

The personal data that we collect as part of this recruitment competition will be processed, stored and retained in line with data protection legislation and CES’ Data Protection and Privacy Policies. You will find details on how we process your data in our Privacy Statement [here](#). For further queries on data protection, please contact us [on dataprotection@effectiveservices.org](mailto:dataprotection@effectiveservices.org).



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