

Introduction

The [Centre for Cross Border Cooperation](#) (CCBC), established in 1999, is an independent think tank with charitable status, based in Armagh, Northern Ireland. The Centre's work is framed by the commitment to cross-border cooperation that is integral to the Belfast/Good Friday Agreement.

Since 2007, the Centre's flagship [Border People project](#) provides support to citizens and workers who cross the border regularly. Through the provision of information, the project aims to remove obstacles to cross-border mobility by empowering citizens so they can fully embrace opportunities on either side of the border. In close collaboration with the mainstream advice services, the project also supports advisors as they assist workers with a variety of complex cross-border challenges.

Recently the Centre was awarded €1.3m in PEACEPLUS funding to greatly enhance the project. *Border People FLOW* is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB*).

Beginning in February 2026, the project will support cross-border workers and employers to improve their ability to access opportunities and skills from both jurisdictions. The initiative will:

- Enhance workers' access to cross-border information and support.
- Strengthen the cross-border capacity of advice services and support organisations.
- Drive policy and systems change to meet the needs of a rapidly evolving employment landscape.

The Border People FLOW team includes **Social Policy Officers** based in North Connacht & Ulster Citizens Information Service and in Community Advice Newry, Mourne and Down.

Border People FLOW requires four new team members, funded on a fixed-term basis, from Quarter 1 2026 to Quarter 1 2029. The four new posts will be based in CCBC, Armagh:

1. **Engagement Officer** – to coordinate a network of cross-border advice workers, enhance their capacity, and foster collaboration between the jurisdictions.
2. **Digital Officer** – to enhance the provision of information on the Border People website, Facebook group, and an advice sector online platform.
3. **Finance and Administration Officer** – to manage the financial aspects of the project, to assist with the hosting of events and meetings, and assist with CCBC financial tasks.
4. **Research Officer** – to gather evidence on cross-border challenges encountered by workers and employers, and to coordinate two research reports that analyse the situation on the island of Ireland, and in other EU border regions.

Benefits packages:

- Full-time, three-year fixed-term contracts (Quarter 1 2026 – Quarter 1 2029).
- Each position offers a competitive salary, see individual specifications.
- Participation in an excellent Retirement Benefits Plan.
- Hybrid working arrangements: two days in the Armagh office (Tuesday and Wednesday) per week.
- Excellent holiday entitlement, with 12 public holidays (on Christmas Day, Boxing Day, New Year's Day, St Patrick's Day, Good Friday, Easter Monday, May Bank Holiday, 12 and 13 July, plus an additional three Republic of Ireland public holidays); 5 days at Christmas; 5 days at Easter; plus 23 other days.

Applications:

- The closing date for applications is Monday 2nd February 2026 at 9am.
- CVs must be no longer than 3 pages, information contained on additional pages will not be considered.
- Ensure your CV clearly sets out how you meet the criteria and the skills you can bring to the Centre.
- Immediate starts and secondments may be considered.
- Shortlisted candidates will be invited for first round (online) interviews which are provisionally scheduled to take place on 18th, 19th and 20th February 2026.
- The CCBC reserves the right to enhance the criteria to facilitate the shortlisting process.
- Candidates must have the *right to work* in the UK until February 2029. CCBC is not in a position to sponsor UK visas. Please use the following link to check your status - <https://www.gov.uk/check-uk-visa>
- Please send your CV and cover letter, clearly indicating which post you are applying for and confirming your right to work in the UK, by email to borderpeople@crossborder.ie

***About SEUPB**

The Special EU Programmes Body (SEUPB) is a North South Body with the statutory remit for managing EU funding programmes within Northern Ireland and the border counties of Ireland.

The PEACEPLUS Programme has been designed to promote peace and prosperity across Northern Ireland and the border counties of Ireland, and has a total value of €1.14 billion, to be delivered over the next four years.

PEACEPLUS is co-funded by the European Union, the Government of the United Kingdom of Great Britain and Northern Ireland, the Government of Ireland, and the Northern Ireland Executive.

For further information please see www.borderpeople.info or email borderpeople@crossborder.ie

Border People FLOW - Finance and Administration Officer

Salary: £28,000 p.a., with annual increments

The Role:

The Finance and Administration Officer post will help ensure that CCBC meets its financial commitments to the project's funder the Special EU Programmes Body. The individual will monitor project spend, liaise with partners, assist with the preparation and submission of financial claims, and liaise with the funder regarding payments and audits.

Responsibilities:

The Finance and Administration Officer's key tasks include:

- Day-to-day processing of invoices, receipts, payments, and related matters.
- Order materials and services and retain quotes for approved purchases.
- Gather monthly financial updates from projects partners and maintain records of partner spend and activities.
- Prepare financial reports for the project steering group.
- Preparation of the submission of regular claims to project funder (SEUPB) using its online JEMS system and liaise regarding payment.
- Support the CCBC team with other financial and administrative tasks.

Essential Criteria:

Right to work in the UK from February 2026 until February 2029 – if you are unsure, please check your status <https://www.gov.uk/check-uk-visa>

Education:

- Honours Degree or equivalent professional qualification in a relevant discipline AND 2 years' demonstrable relevant experience OR
- 5 years' demonstrable relevant experience where a relevant qualification is not held.

Competencies:

- Experience in day-to-day financial tasks.
- Experience in the preparation of budgets and cost projections in liaison with management teams.
- Experience of using MS Office (Outlook, Word, Excel, PowerPoint and Teams).

Disposition and motivation:

- Excellent interpersonal skills.
- Readiness to work cooperatively and supportively, and to strict deadlines, as part of a small, dynamic team.
- Willingness to work flexibly to meet the requirements of the post.

Special factors:

- Willingness and ability to travel to meetings and events in Ireland and Northern Ireland.
- Access to a car or other suitable form of transport (if it is necessary to meet the essential requirements of the post).

Desirable Criteria:

- Experience of using accounting software.
- Experience of working with SEUPB funded budgets.
- Experience of using Eventbrite.
- Experience of the community and voluntary sector.
- Experience of working on cross-border projects.
- Strong commitment to and understanding of the value of cross-border and all-island co-operation, and a strong belief in the value of such cooperation as a key part of the movement towards peace and reconciliation in Ireland and Northern Ireland.

NOTE: The Centre for Cross Border Cooperation (CCBC) has been awarded €1.3m funding for the Border People FLOW - Fostering Labour Openness and Workforce mobility project.

The project is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB), a North South Body with the statutory remit for managing EU funding programmes within Northern Ireland and the border counties of Ireland.

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