

rural ACTION

MAKING IT HAPPEN



RECRUITMENT PACK



PEACEPLUS
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



Rialtas na hÉireann
Government of Ireland



Northern Ireland
Executive
www.northernireland.gov.uk

Finance Manager

May 2026



Contents

Introduction	3
Our Vision, Mission and Values	4
Our Work and Ambition	5
Why work for Rural Action	6
Benefits	6
Job Description	8
Our Organisational Values & Expectations	11
Employee Specification	12
Conditions of Service	14
Additional Information	15



Introduction

Dear Applicant,

Thank you for your interest in the role of **Finance Manager** at Rural Action. This recruitment pack is designed to give you a deeper understanding of who we are, what we do, and the kind of person we're excited to welcome into our team.

Rural Action is a registered charity (NIC108163) established to meet an identified need to support grassroots communities through meaningful, community-driven projects & programmes. We specialise in designing, developing, and delivering initiatives that respond directly to the challenges and opportunities faced by rural people.

Our mission is to inspire action and make a lasting, positive impact on everyday rural life. We believe in the strength of community, the value of shared spaces, and the potential of sustainable living. That includes supporting social enterprise as a vital tool for economic resilience, innovation, and inclusive growth in rural areas.

If you're passionate about making a difference and thrive in a collaborative, purpose-led environment, we'd love to hear from you.

Yours faithfully

Teresa Canavan
Founder and Chief Executive



Our Vision, Mission and Values

OUR VISION

We believe passionately about engaging people to build a better future. We work to support living, working, sustainable and shared communities.

OUR MISSION

We seek to inspire action and make a positive contribution to the everyday lives of rural people.

OUR VALUES

 <p>Open and Transparent</p>	 <p>People and Teamwork</p>	 <p>Can Do Attitude</p>
 <p>Impartial and Fair</p>	 <p>Solutions Focused and Action Orientated</p>	 <p>Creative and Innovative</p>



Our Work and Ambition

OUR WORK

We act as a Managing Agent for the International Fund for Ireland (IFI) managing the delivery in Northern Ireland of the IFI Personal Youth Development Programme (PYDP) and the Communities in Partnership (Cross Border) Programme.

We are working in partnership with Cooperation Ireland and East Border Region to animate and provide support to grassroots communities to access funding opportunities under the SEUPB/Pobal managed PEACEPLUS Small Grants Programme.

We are an Open College Network (OCN) accredited centre and deliver the OCN Level 1 in Developing and Managing Community Facilities.

We undertake various assignments and commissions for central and local government, other statutory bodies and the community, voluntary sector including pilot projects, evaluations, programme design, project assessments & appraisals.

We deliver our own 'Rural Action Awards' where we give back to communities each year. So far, we have invested nearly £30,000 in community action projects injecting the equivalent of £1,000 per month back into rural communities.

We have just recently secured two major PEACEPLUS initiatives: *RiSE* (Rural Innovation & Social Enterprise), which focuses on empowering rural communities through enterprise and innovation, and *MCS* (Maximising Community Space), aimed at enhancing shared, inclusive spaces. **This recruitment pack is specifically focused on recruiting new talent for the *RiSE* programme.**

OUR AMBITION

To be the organisation of choice for rural delivery and the 'go to' organisation for ideas, innovations and solutions to rural needs.



Why work for Rural Action

At Rural Action, we believe that meaningful work starts with a meaningful workplace. Here's what you can expect when you join our team:

- **Purpose-driven impact:** We're passionate about creating real change in rural communities — and everything we do is rooted in that mission.
- **Supportive leadership:** Our managers lead with empathy, encouragement, and a commitment to helping you thrive.
- **Collaborative culture:** We work as one team, celebrating every achievement and learning together.
- **Employee voice matters:** We actively consult with our staff to shape decisions and drive our shared mission forward.
- **Strong foundations:** Every new team member receives a thorough induction to help them feel confident and connected from day one.
- **Growth and development:** We invest in your potential by offering opportunities to build skills, take on new challenges, and grow professionally.

Benefits

We pride ourselves in being a flexible, family-friendly employer and try to offer the best terms and conditions for our employees to enable them to achieve a healthy work/life balance.

Our benefits include: -

- 25 days annual leave (increasing to 30 after 5 years' service) plus 12 bank and public holidays (based on 35hrs per week, *pro-rata for part-time positions*)
- Enhanced sick leave policy
- Enhanced maternity/paternity/adoption/shared parental leave policies
- Paid compassionate leave
- Employer pension scheme
- Flexible working policy
- Mileage allowance at the prevailing HMRC Rate
- Time off in lieu (TOIL) policy for additional hours worked
- Training & development policy
- Free on-site car parking
- Early finish on Friday's



On successful completion of probationary period:

- Life assurance
- Health insurance
- Hybrid working model to enable working from home



Job Description

Job Title	Finance Manager (FM)
Reporting to	Head of Finance & Governance
Grade	Deputy Principal (NICS DP scale £47,304 to £49,515 pro-rata)
Hours	22.5 hours per week
Period	To June 2029 (subject to funding)

Background

RiSE is a newly developed innovative PEACEPLUS funded project which aims to unlock the potential of rural innovation & social enterprise within Northern Ireland and the border counties of Ireland. The project brings together a multi stakeholder partnership comprising of Rural Action, Irish Rural Link, Scotland Social Enterprise Academy and Social Enterprise NI.

The programme aims to increase the capacity of rural organisations engaging in or wishing to engage in social enterprise. The project will create the conditions through which rural communities, schools, and youth organisations on each side of the border can come together around the shared challenge of rural sustainability and the opportunities social enterprises present in support of this.

The programme will be delivered over 3 strands: -

Strand 1: Social Enterprise Leadership & Development (60 organisations)

Strand 2: Making it Happen (48 organisations)

Strand 3: Youth Social Enterprise (20 organisations).

Purpose and Objectives

The Finance Manager (FM) will provide support to the Head of Finance & Governance to ensure robust financial policies and procedures are in place to deliver the RiSE programme.



Main Duties and Responsibilities

The FM's detailed activities will be agreed annually with the Head of Finance & Governance through an agreed forward work plan which will include output targets and identified time scales. The broad activities of the post will include:

- To ensure accuracy of day-to-day financial records including procurement, purchases and nominal ledger transactions.
- To implement financial controls and reporting, including but not limited to, monthly management accounts (P&L, Balance sheet and cashflow) and balance sheet reconciliations.
- To ensure that appropriate financial procedures, controls and structures are adhered to for the safe, effective, efficient and economic management of public monies.
- To manage the procurement of all goods & services in line with the organisation's financial policies and procedures and in adherence of SEUPB's eligibility of expenditure guidelines.
- To provide advice, direction and guidance on procurement guidelines to RiSE team members and partner organisations.
- To assist in developing and costing business structures and systems in line with both finance and organisational strategies
- To prepare monthly, quarterly and annual returns for internal and external users.
- To ensure data integrity and accurate financial reporting by overseeing the input of financial data into the relevant accountancy software including monthly reconciliations of all departmental profit and loss accounts and journals.
- To co-ordinate and manage the submission of quarterly drawdowns/claims for the Lead Partner and input onto JEMS system which includes providing all supporting documentation.
- To co-ordinate with partners the timely submission of partner claims via the JEMS system to a pre-determined timetable.
- To liaise with external controllers to ensure the timely verification of programme claims and to address any non-compliance issues.



- Provide all programme specific financial reports as requested by the Programme Manager and Head of Finance & Governance.
- Support the Head of Finance & Governance in the annual budgeting process and year end accounts.

Our Organisational Values & Expectations

At Rural Action, we believe that how we work is just as important as what we achieve. These principles guide our culture and define what we expect from every member of our team:

Our Principles

- **Champion our mission:** Always promote Rural Action positively and help strengthen the partnerships that support our work.
- **Act with integrity:** Conduct yourself in a trustworthy, reasonable, and responsible manner in all aspects of your role.
- **Foster respect and inclusion:** Promote a harmonious working environment where everyone is treated with fairness, dignity, and equality — and where intimidation or harassment is never tolerated.

Our Professional Standards

- **Policy adherence:** Abide by all organisational policies and procedures, ensuring they are implemented fully within your areas of responsibility.
- **Safety and safeguarding:** Maintain full compliance with health and safety and safeguarding requirements relevant to your role.



Employee Specification

The Employee Specification outlines the essential skills, knowledge, qualifications, and attributes required to successfully carry out the duties of this role. When completing your application form, please ensure you address each criterion listed — drawing on your full range of experience, whether gained through paid employment, voluntary work, education, or other relevant settings.

Essential Criteria

- **Qualifications**

- Qualified member of a recognised professional accountancy body (CIMA, ACCA or equivalent)
OR
- Part-qualified accountant with 3 years relevant experience in a financial role.

- **Experience**

At least 2 years' experience in the last 5 years of operating in a similar role as the Finance Manager, to include:

- Maintaining financial records to include recording and accounting for income and expenditure using excel spreadsheets and accountancy software.
- Monitoring budgets and producing variance analysis for senior managers.
- Producing financial reports for both internal & external users including forecasting, cashflow management and strategic planning.
- Compiling claims for external funders.
- Working with external auditors or verification officers.
- Procuring goods & services.
- Supporting process improvements and system developments

- **Skills and Attributes**

- Ability to plan work, meet targets and work to deadlines
- Ability to communicate financial information to non-financial colleagues



- Highly motivated team member
- High level of accuracy and attention to detail
- Able to work to own initiative
- Be proactive
- Good written and oral communication skills
- ICT literate and proficient in excel

Desirable Criteria

- Previous experience of Peace funding.
- Experience of financial monitoring of a project with multiple partners.
- Financial reporting in multiple currencies.

Other Factors

- Access to transport is essential
- Willing and able to travel within NI, Ireland and occasionally further if required.
- Willing and able to work occasional extended hours if required.



Conditions of Service

The successful applicant will play a key role in helping Rural Action deliver its strategic plan, and as such, a flexible and proactive approach to work is essential.

This post is based in Cookstown, with Rural Action currently operating a hybrid working model. Upon successful completion of the probation period, the postholder will have the opportunity to work flexibly within this model. However, due to the collaborative nature of the RiSE programme, regular face-to-face engagement with colleagues and partners will be required.

Access to personal transport is essential, as the role involves travel across Northern Ireland, the border region of Ireland, and occasionally further afield to attend meetings and events.

Please note that successful applicants will be required to undergo an Access NI check.

This post is subject to funding and is confirmed until June 2029.



Additional Information

Equal Opportunities

Rural Action is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Application Process

The closing date/time for submission of applications is

12 noon on Wednesday 20th May 2026

Please ensure your form and any requested supporting documentation is emailed to:

samantha@ruralaction.co

Please Note: We cannot accept applications received after the closing date/time.

Guidance Notes on Applying for this role

Please ensure you complete the application form in full. Rural Action will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.

If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.

ONLY the details provided by you in your form will be used for determining your eligibility for the post/shortlisting purposes.

Contact Details

If you have any queries regarding the recruitment process, please contact Samantha (samantha@ruralaction.co) or phone 028 8648 0900.

Thank you for your interest in Rural Action and this post.

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