



STUDENT PLACEMENT (Ref 10/02)

1. Introduction

The Arts Council has a vacancy for a Student Placement as outlined in the attached Job Description.

This vacancy is in support of the officers in the Finance Team.

2. Terms and Conditions

Appointment Period The post will be for a period of one year from an agreed start date. The appointment may be terminated at a month's notice by either side during the period.

Salary £11,000 per annum

Annual Leave 25 working days per annum

Hours of Business	Office Hours	Flexi-Time
Monday to Thursday	9.00am to 5.30pm	8.00am to 6.30pm
Friday	9.00am to 5.00pm	8.00am to 6.00pm

(including one hour for lunch every day)

The post holder may be required to work outside the Arts Council's normal office and flexi-time hours.

Office Location The post is based at the Arts Council's offices, 77 Malone Road, Belfast.

3. Closing Date

The closing date for receipt of completed applications is **12 noon on Friday 5th February 2010.**

The completed **Application Form** and **Recruitment Monitoring Form** should be returned in an envelope marked **CONFIDENTIAL** and **must** be addressed to:

The Human Resources Officer
Arts Council of Northern Ireland
MacNeice House
77 Malone Road
Belfast BT9 6AQ

Failure to complete and return the Application Form in accordance with the Guidance Notes in the Application Form will result in your application being disqualified.

Canvassing will disqualify.

Copies of this job application pack are available in large text or on disk, on written request only, from the Corporate Services Department, Arts Council of Northern Ireland, MacNeice House, 77 Malone Road, Belfast BT9 6AQ or by email from registry@artscouncil-ni.org

4. Shortlisting

Initial shortlisting will be carried out using the Essential requirements in the Person Specification. Should further shortlisting be necessary, the Desirable requirements will be applied in the order shown.

5. Interviews

The interviews for this post will be scheduled for the last week in February 2010.

The Arts Council will treat all information and documents supplied in support of this application as strictly confidential unless required to disclose such by a statutory body in connection with any claim which may arise out of the appointment.



STUDENT PLACEMENT - FINANCE TEAM (Ref 10/02)

JOB DESCRIPTION

A vacancy exists in the Arts Council of Northern Ireland's Finance Team for an enthusiastic and analytical person who is keen to gain hands on work experience in the finance team, specifically in the areas of grant audit and financial systems and reporting procedures. Whilst the person appointed will be a member of the Finance Team and therefore gain valuable experience in all areas of accountancy, specific areas to highlight are:

- Experience of Sage 200 Accounting Package
- Developing and/or maintaining a Finance Procedures Manual
- Assisting with internal and external audit activity
- Review and revaluation of the Council's fixed asset register
- Government Accounting Rules and Regulations
- Preparing Bank reconciliations
- Preparing and Posting journals
- Updating fixed asset register and calculation of depreciation/verification of fixed assets
- Invoice processing
- Review of expense claims
- Assist with payment of invoices and grants to suppliers/clients

PERSONNEL SPECIFICATION

The applicant should be at least a current undergraduate 2nd year student on a Finance/Accountancy/ Business Studies/Economics degree course.

Essential

1. **STANDARD OF EDUCATION** Two years successfully completed of a relevant degree programme. Good standard of education to at least 'A' level or equivalent plus English (Language) and Mathematics to at least GCSE (Grades A-C) standard or equivalent.
2. **COMMUNICATION & INTERPERSONAL SKILLS** An ability to demonstrate effective oral and written communication skills and the confidence and ability to deal with people at all levels both internally and externally, handling confidential data when required.
3. **ANALYTICAL ABILITY AND ATTENTION TO DETAIL** The ability to assimilate and analyse information quickly and accurately with great attention to detail and bringing relevant information to the attention of the Finance Manager if required.
4. **IT SKILLS** Working expertise in the use of standard IT packages such as MS Office, Excel, databases plus email and the internet.
5. **EQUALITY OF OPPORTUNITY** An appreciation of equality of opportunity issues.
6. **HOURS OF WORK** The post holder may be required to work outside the Arts Council's normal office hours.

Desirable

7. **EXCEL** Working knowledge of Excel.