

EMPLOYMENT OPPORTUNITIES

Finance and Administration Manager

Full time, 52 week per year contract, Permanent

Closing date:

Tuesday 10 June 2025, 3pm

PLEASE NOTE: The Board of Governors reserves the right to extend or reduce the closing date of this advertised job vacancy to ensure a viable field of candidates. Please check the website for details.

CONTENTS

Job Description	3
1. Job Purpose	4
2. Criteria for Recruitment	6
3. Responsibilities	7
Why Join Staff at Ulidia?	9
Grammar & All Ability Pathways	10
An Integrated School	12
Encourage Resilience	13
History of Ulidia	14
How to get to Ulidia	18

JOB DESCRIPTION

**FAXED, EMAILED OR LATE
APPLICATION FORMS WILL
NOT BE ACCEPTED.**

Finance and Administration Manager

Permanent, Full-Time 52 Week Contract

36 hours, 8.30am-4.30pm (to include breaks)

Monday to Friday

Annual leave must only be taken outside of term time and coordinated with other Non-Teaching staff during summer months.

Training and professional development will be provided on aspects of the post particular to the Grant Maintained Integrated sector as required.

Required: 1st September 2025

Remuneration:

Pt 32-35: (£41,511-£44,711)

1. Job Purpose

Ulidia Integrated College wishes to recruit a talented Finance and Administration Manager who will be responsible to the Board of Governors through the Principal for the conduct of the financial affairs, business management and operational running of the school, including management of the finances, estate, facilities and catering facility

The Finance and Administration Manager will work closely under the line management of the Senior Executive Officer for the College and with the Senior Leadership Team, advising on operational matters and contributing to strategic development planning for the school. They will also occasionally work as a supporting member of the main office staff if required.

The postholder, as the second most senior Non-Teaching member of staff, will be flexible as the post is varied and widespread, and will include availability, preparation and support for key events such as parents' evenings, open days (a Saturday Morning) and celebrations etc.

To maintain professional relations with outside agencies, including the Department of Education (DENI) and EANI, and submit all statutory documentation within the required timeframes (to include Annual Statements of Account, VAT Returns and applications for grants).

To build an external network with other relevant bodies, such as the Bursars' Association and the Bursars and Finance Managers of other GMI Schools, to broaden perspectives and insights into school finances.

To manage the payment of salaries and the administration of pension schemes for all teaching and Non-Teaching staff.

To Identify opportunities for raising revenue and oversee income-generating and fundraising initiatives wiring to accommodate new systems, ensuring as far as possible that there is no disruption of normal usage.

2. Criteria for recruitment

It is the responsibility of the applicant to indicate on their application form how they meet each of the criteria.

The Board of Governors reserve the right to enhance the criteria in order to facilitate a manageable shortlist.

The selection process may involve some online recruitment evaluation questionnaires administered by a third party if required.

Essential Criteria	<p>EC 1. A clear written statement of your personal commitment to upholding and supporting the Integrated Ethos of Ulidia Integrated College as defined on your application form</p> <p>EC 2. A professional accountancy or bookkeeping qualification (ACA, ACCA, CIMA, ICB, AAT etc) OR strong experience in a similar roll</p> <p>EC 3. Strong ICT Skills, particularly MS Excel</p> <p>EC 4. Excellent communication skills both written and oral</p> <p>EC 5. Excellent organisational skills and the ability to prioritise and meet strict deadlines.</p> <p>EC 6. High levels of professionalism and confidentiality</p> <p>EC 7. Energy, enthusiasm and strong interpersonal skills</p>
Desirable Criteria	<p>DC 1. At least 3 years' experience in a financial and general business management rol</p> <p>DC 2. 2.2 Honours degree or above in a relevant subject (Accountancy, Business management etc.)</p>

Essential Knowledge and Skills

- Strong interpersonal skills
- Strong literacy and communication skills
- Ability to delegate
- Ability to motivate others
- Interest in current educational developments
- Ability to set, monitor and review targets

Essential Personal Qualities

- Enthusiasm
- A caring child centred approach
- Confidence and discretion
- Ability to work independently and as part of a team
- Willingness to learn
- Willingness to develop
- Ability to work under pressure and meet deadlines
- Positive 'can do' attitude and sense of humour

3. Responsibilities

Main responsibilities will include:

Finance Management and Control

1. Advising on general financial policy and giving support to the Principal and to the Board of Governors.
2. Managing and controlling the financial affairs of Ulidia Integrated College in support of the Principal, taking responsibility for the preparation of the school's accounts, monitoring income and expenditure (including departmental budgets) and presenting regular management accounts and forecasts to the Governing Body
3. Preparing the annual budget statement and regular financial reports to the Board of Governors.
4. Drafting one year and three-year financial projections based on whole school predicted student numbers and previous and current financial data.
5. Implementing, maintaining and developing operational procedures, systems and controls.
6. Ensuring the preparation and submission to the Board of Governors and to Department of Education of the Annual Statement of Accounts within the stipulated time
7. Making effective and efficient use of C2K Financial Management Systems (FMS) to provide inter alia income and expenditure accounts, salary payments and to provide financial management information.
8. Inputting the data on the Education Authority ONE Timecard for teaching staff.
9. Paying all salaries and wages including PAYE, Superannuation and National Insurance.
10. Reviewing the salaries, wages and superannuation arrangements for all support staff and advising the Principal following such review.
11. Maintaining a record of all teaching staff salary points and issuing annual letters linked with salary and progression.
12. Managing the system for ordering all school supplies and working with teaching and support staff to ensure value for money on all orders.
13. Checking and authorising for payment all invoices and statements of accounts.
14. Preparing student bills and collecting Parental Voluntary Contributions and other dues.
15. Administering pension schemes for support staff.
16. Being responsible for all financial returns to Education Authority and to the Department of Education.
17. Liaising with the school's Internal and External Auditors and Accountants.
18. Controlling the security of money and other valuables within the school.
19. Exploiting the school's assets and amenities to the greatest financial advantage, taking into account the priority of the school's own curricular and extra-curricular needs.
20. Claiming grants and allowances in respect of the school
21. Monitoring the control of school voluntary funds.
22. Organising as appropriate, tenders for services and equipment and managing arrangements for capital spend.

23. Organising and reviewing canteen income and expenditure, including school arrangements for the administration of Free School Meals.
24. Preparation and submission of capital claims to Education authority/Department of Education in respect of capital works.
25. Being familiar with the provisions of the Northern Ireland Council for Integrated Education, Department of Education approved, Scheme of Management and advising on the implementation of procedures as required.
26. Attending the subcommittee and preparing a full report for the finance subcommittee of the Board of Governors and attending full Board of Governors meetings as required.
27. Preparation and issuing of invoices for all school fees
28. Administration of the hiring of premises and preparation and issuing of invoices for use of the same
29. Management of bad debt process, identify and prepare financial appraisals of value for money initiatives, including procurement, efficient use of resources and improved productivity of support services.
30. Facilitating the implementation of all direct debits and Gift Aid
31. Management of finance Apps (School Gateway etc) to facilitate the collection of payments for school meals, trips etc in liaison with other staff
32. Management of cash, preparing lodgements and provision of cash floats when required
33. Administer VAT returns as required

Administration

1. Preparing statutory returns to the Department of Education, Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC), Inland Revenue, Equality Commission, Charity Commission etc.
2. Designing, developing and maintaining effective administrative services for the school.
3. Designing, developing and maintaining effective communication services for the school.
4. Monitoring and evaluating administrative procedures and making appropriate changes and improvements.
5. Management of all finances and associated accounts
6. Ensuring all policies and procedures are updated and reviewed.
7. Management and preparation of internal and external auditor queries, provide all required information and documentation for external and internal audits, liaise with auditors, and ensure the completion of audits on a timely basis.
8. To support the principal in delivery of the School Development Plan
9. To maintain a high priority health and safety culture within the school, including the formulation, monitoring and implementation the school's policy to comply with the requirements of health and safety legislation.
10. Ensure that the school always has adequate insurance cover on the basis of appropriate professional advice; Ensure that school policies are regularly reviewed and updated; Oversee purchases, either directly or through a purchasing group, of all goods and services for the School.

Estate Management

1. Liaising with the Principal and the Building Supervisor to ensure the general maintenance of the school grounds and buildings, including the supervision of maintenance work and arranging for the supply of furniture and equipment.
2. Liaising with the Building Supervisor to ensure an annual review of all buildings and grounds and equipment.
3. Ensuring, in conjunction with the Principal, that there is adequate insurance for buildings, grounds and equipment and processing any public liability claims.
4. Monitoring, in conjunction with the Principal, the Health and Safety Officer and the Health and Safety Committee, the safety aspects of the buildings, grounds and equipment to ensure compliance with Health and Safety Regulations.

Facilities Management

1. Negotiating contracts with service suppliers for the maintenance for all electrical, minor works and decorating in the school buildings and grounds and such other contracts as may be required.
2. Maintaining an Asset Register and organising an annual check on all assets.
3. Monitoring and managing of equipment and facilities.

Hon Treasurer of Ulidia Integrated College Ltd.

1. Being familiar with the Memorandum and Articles of Association of Ulidia integrated College and advising on the implementation of procedures as required.
2. Managing of funds held by Ulidia integrated College Ltd.

3. Preparing of financial reports to the Board of Directors.
4. Ensuring preparation and submission of annual audited accounts as appropriate.
5. Organising and implementing fundraising programmes to maximise income for Ulidia Integrated College Parental Voluntary Contributions.
6. Maintaining up to date records of Director Appointments and Terminations with Companies House and timely submission of the Companies House Annual Statement.
7. Liaising with External Auditors to ensure submission of annual audited financial statements to Companies House, the Charity Commission and HMRC.
8. Liaising with the Ulidia Integrated College banking services provider.

General

The Finance and Administration Manager will be expected to undertake, as required, any other duties appropriate to the post as may be considered necessary for the proper functioning of the school and any other related duties or responsibilities reasonably requested or indicated by the Principal.

WHY JOIN STAFF AT ULIDIA?



DYNAMIC

Ulidia is a growing and dynamic educational community; we bring children and staff from Catholic and Protestant traditions, as well as those of other faiths or none, together in one school.

Ulidia's Ethos is not secular but Christian in character and welcomes all faiths and none.

Through our Admissions Criteria we try to enrol approximately equal numbers of Catholic and Protestant children, as well as those from other religious and cultural backgrounds.

GROWING COMMUNITY

GRAMMAR & ALL ABILITY PATHWAYS

The emphasis at Ulidia Integrated College is on meeting the needs of all abilities to the highest academic standards.

We are passionate about learning and want our students to share our enthusiasm. Our aim is to challenge pupils to develop new approaches to learning, to be encouraged to excel and to experience success in all areas of the curriculum.

We cater for all learning styles, paces and potentials. In order to provide for all of our pupils, we are offering two distinct but intertwined learning pathways.

All Ability Pathway

An 'All Ability' Pathway for young people who prefer a blend of academic and vocational studies.

Grammar Pathway

A 'Grammar Pathway' for young people who thrive in a more demanding academic setting.

Both Pathways are combined for pastoral and enrichment classes where all pupils work together

By offering both Pathways in one College, pupils have the opportunity to move between Pathways as they develop, mature and identify potential careers. This ensures their curriculum always reflects their ability, is appropriately challenging and engages their interest throughout their College life.

GCSE and A Level examination options are open to all students regardless of their learning Pathway if they demonstrate appropriate ability in that subject area. This means that we offer a learning environment that challenges pupils to meet their potential combined with the flexibility to tailor educational qualifications to each individual's ability and aspirations.

We believe that every family should be able to access Integrated education for children of all abilities, from the academically gifted to those who require specific support.

We aim to provide all children with a caring and enhanced educational experience. Empowering them as individuals is a priority for our dedicated staff, so that as they grow and mature they will be able to affect positive change in the shared society we live in. We value and respect each other's cultures and diversity; we cherish equality for all. We go beyond the traditional 'child centred education' and seek to understand and enhance the centre of each child.

We acknowledge that no one knows a child better than their own family, and so we depend on our partnership with parents and carers to ensure each young person thrives.



Integrated Education brings children and staff from Catholic and Protestant traditions, as well as those of other faiths, or none, together in one school. For the past 30 years, in a deeply divided society, Integrated schools have been an alternative to an educational system in which most children attend largely religiously separated schools.

Integrated Schools differ from other schools in Northern Ireland by ensuring that children from diverse backgrounds are educated together every day in the same classrooms. Through their Admissions Criteria they enrol approximately equal numbers of Catholic and Protestant children, as well as children from other religious and cultural backgrounds.

Integrated Education aims to provide children with a caring and enhanced educational experience. Empowering them as individuals is a priority for staff so that as they grow and mature, they'll be able to affect positive change in the shared society we live in.



ULIDIA is over-subscribed yearly by over 100%

i.e. over 100% more students apply than we have places to offer.

Under the Education Reform Order (NI), 1989, a school wishing to obtain Grant Maintained Integrated status must convince the Department of Education that it can draw a minimum of 30% of its population from the minority tradition of the area it wishes to serve.

AN INTEGRATED SCHOOL

ENCOURAGING RESILIENCE

In Ulidia we are committed to the development of character, resilience and a growth mindset. We believe that this is an inherent part of the success of the College, both in terms of examination results and in the confidence of our young people.

We promote many aspects of resilience in our pupils: academic, physical, emotional, cultural and spiritual. Our aim is for students to develop the empathy and emotional intelligence which will support their achievement in all curriculum areas and make them dynamic members of our society and workforce.

Our 'Attitude To Learning' and 'Behaviour For Learning' systems are the foundation of all we do. We teach our young people how to behave enabling them to achieve our high expectations.

'Attitude To Learning' has created a positive learning climate, by setting out clear high expectations and consistently recognising and encouraging those pupils who meet and exceed it.

We have a tiered approach to rewards that sees members of staff telephoning home to recognise the progress pupils are making at the College. The culture of 'earning through effort' within the College develops positive relationships with all pupils and their families, all culminating in the annual rewards trips at the end of the year.



HISTORY OF ULIDIA

Area Background

East Antrim is the only area of Northern Ireland in which the separate communities of that area have become more polarised since the 'troubles' began. The area contains approximately 8% Roman Catholic population.

An Integrated School

Under the Education Reform Order (NI), 1989 a school wishing to obtain Grant Maintained Integrated status must convince the Department of Education that it can draw a minimum of 30% of its population from the minority tradition of the area it wishes to serve.

The history of the college begins with the failed attempt to open an integrated college in Carrickfergus, in 1995. Castle Integrated College failed because of massive opposition from interested parties in the East Antrim area. However, the steering group behind Castle Integrated College refused to give up and started planning again for an integrated college in East Antrim.

A proposal for a new college was lodged again with the Department of Education in early 1997. This proposal was for the opening of a brand new integrated college in Whitehead, a few miles north of Carrickfergus. The Department of Education refused the request and financial assistance. Under the guidance of Tom Pennycook, a parent, the steering committee steadfastly refused to give up hope and decided to open the proposed new integrated college, independently, without financial assistance from the Department of Education.

The Northern Ireland Council for Integrated Education (NICIE) was approached in February 1997 for support. NICIE acted for the steering group. Their sister organisation, the Integrated Education Fund (IEF), obtained funding for the college for a period of three months only, with the promise that the IEF would fund-raise for the college to help maintain it throughout its first year.

The steering group, having secured guaranteed funding for three months went about enlisting the necessary 60 students (with a 30% balance from the minority religion), and the recruitment of Principal and Staff.

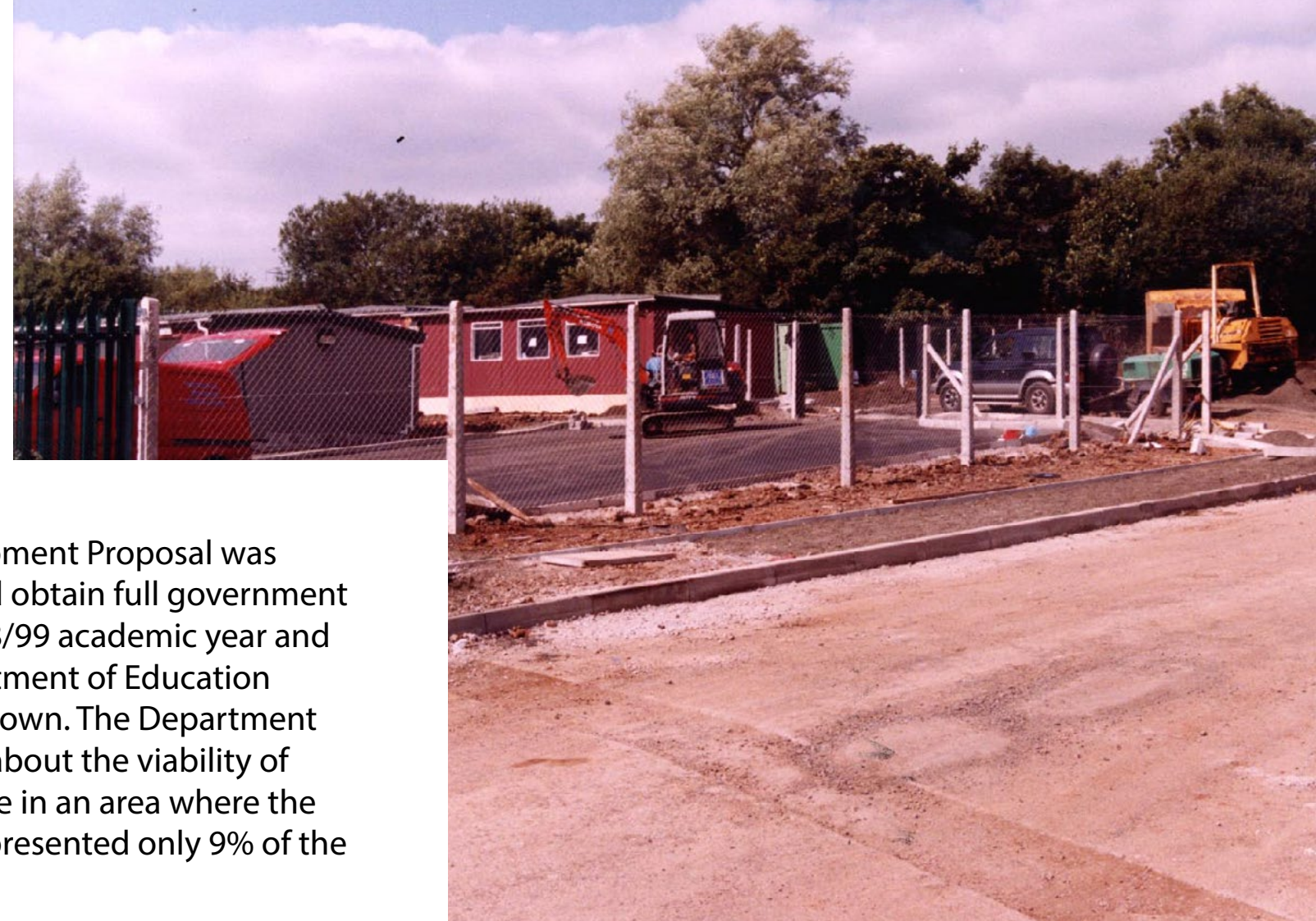
The college eventually opened on a disused hockey pitch, in Whitehead, on the 1 September 1997, under the leadership of Mr Eugene Martin, an experienced teacher and manager from Northern Ireland's first integrated school, Lagan College. Ulidia consisted then of six teachers, second-hand temporary accommodation, second-hand furniture and equipment, but first class, quality teachers. It also had its most valuable asset - 63 wonderful students - and religious balance!

A further development proposal was submitted to the Department of Education, but again this was rejected. The Department did not feel that such a school in such an area was viable. The college had to survive on its own finances for another year before a new Development Proposal could be submitted.

With additional financial assistance from the IEF, Ulidia Integrated College did survive. Interest in this new integrated college from parents in the area was overwhelming.

Yet another Development Proposal was submitted to try and obtain full government funding for the 1998/99 academic year and yet again the Department of Education turned the college down. The Department was 'not convinced about the viability of an integrated college in an area where the minority religion represented only 9% of the population'.

Once again, the college approached the IEF for financial assistance for 1998/99 and once again our friends at both NICIE and the IEF pledged their support. Of course, money had to be found from somewhere! The college continued independently in 1998/99 with over 130 students and ten staff and, of course, more mobile accommodation. The religious balance was perfect and completely in line with government recommendations - yet the government of the day "was not convinced." The IEF continued to fund the college from their meagre resources and the high quality education that was promised to the students was delivered by the staff.



The College opened on a disused hockey pitch in Whitehead



The then new Secretary of State, Dr Mo Molum visits Ulidia at the opening in Whitehead

The now customary Development Proposal was again presented to the Department of Education for the academic year 1999/2000. Given that the College had over 130 students with over 600 students on its waiting lists for the incoming years, everyone at the school was confident that this would be its year.

To everyone's complete astonishment, the College was, for the seventh time, refused funding for the year 1999/2000. Not dismayed, and with morale high, the college again sought help from the IEF and its sponsors and, true to the sincere and genuine nature of that organisation, the college was assured that the IEF would 'go to the wall' before it would cease funding the college. With the help of the American Ireland Fund and the European Peace Project, finance was found to allow it to continue in existence for yet another year. It was in this year that the college moved to its present site in Carrickfergus, necessitated by the fact that suitable land could not be found in Whitehead to allow for the college's rapid expansion.

In 1999/2000 we had 17 staff and 240 students enrolled, with religious balance, and more temporary accommodation. But the end of the terrible difficulties surrounding Ulidia's insecure future was in sight and with its eighth Development Proposal, submitted to the then new Secretary of State, Dr Mo Molum, in December 1999, the Department of Education finally capitulated and granted Ulidia Integrated College full funding, effective from September 2000.

The initial journey was over and Ulidia Integrated College finally joined the ranks as Northern Ireland's 44th fully-funded integrated college.

During its time in the wilderness as an independently funded college Ulidia had to suffer three petrol bomb attacks and numerous sectarian incidents directed toward the students. It also experienced two arson attacks, once of which destroyed our library.



Building of the current 'core' block at Ulidia in Carrickfergus



However, today the College sits proudly on a hill overlooking the beautiful Belfast Lough. Ulidia can justifiably be proud of its achievements. It proved that we were right in suffering the three long years of hardship, and that the need for an integrated college in such a troubled area was not only needed but essential.

The College is over-subscribed every year with enrolment passing 650 in 2018 and currently around 750.

The College was awarded a state of the art new build in 2015 which opened in 2024.

The future of the College is now secure and genuine thanks are due to those who stood by the College in its times of need especially the Northern Ireland Council for Integrated Education and the Integrated Education Fund.

For generations to come, the story of the origins of Ulidia Integrated College and its hardships in the face of adverse difficulties, will inspire and enthuse the children of the college and all those who look for a better future for Northern Ireland.



HOW TO GET TO ULIDIA

Ulidia Integrated College

112 Victoria Road

Carrickfergus

Co. Antrim

BT38 7JL

Tel: 028 9335 8500



ALL PUPILS ACHIEVING AMBITIONS



“Educating together, Catholics and Protestants, and those of other religions, or none, in an atmosphere of tolerance and understanding, to the highest possible academic standards.”

