



Salary in the region of \$83,000 p.a. (gross)
Commensurate with experience
Plus attractive benefits including health insurance and 401k

Finance & Administration Manager
Based in Boston, Massachusetts, USA

As Northern Ireland's business development agency, Invest Northern Ireland ("Invest NI") is driving the transformation of Northern Ireland into an innovative, competitive and knowledge-based economy.

The International Business Group has primary responsibility for all Invest NI's activities in international markets. This includes securing inward investment to Northern Ireland, supporting Northern Ireland companies to access business opportunities and grow in international markets, developing university or technology linkages and building a network of key influencers.

The Americas region is a key target market for Foreign Direct Investment (FDI). It is also an important export market for Northern Ireland companies. There are currently 25 staff in the US, based in Boston (the regional HQ), New York, San Francisco, Chicago and LA. Invest NI also has a staff member in Toronto, Canada and Santiago, Chile. They work collaboratively with each other, with Invest NI colleagues in Northern Ireland and other office locations, as well as a range of businesses, industry leaders, stakeholders and government officials.

Based in the regional HQ in Boston, the Finance and Admin team is an integral part of the Americas team. The team provides operational support to colleagues in the region and works with suppliers, vendors and various other contacts. The team is also responsible for banking, finance and budget related matters, Invest NI offices (such as office leases, rental payments, utilities such as telecoms), staff travel arrangements, payment and expense processing. The Finance and Admin team also provide advice and guidance in relation to internal Human Resources matters and for the delivery of the payroll function*, recruitment and learning and development. The team works regularly with the colleagues from the British Embassy / Consulate, Foreign and Commonwealth Office (FCO) and colleagues located in Invest NI's headquarters in Belfast, Northern Ireland.

**payroll function excludes Toronto/Canada and Santiago/Chile*

Roles and Responsibilities

We are recruiting for the position of Finance and Administration Manager, the post-holder will play a key role in the financial affairs** and budgetary related matters of the Americas operations. He / she will be responsible for internal financial procedures and processes, payments, procurement, payroll, HR, budgeting / forecasting and reporting. The post-holder will also be responsible for developing, implementing (including providing training to staff), safeguarding internal operating procedures and continuously seeking improvement in line with best practice.

***no investments, corporate bonds / loans or other funds or equities involved. We are not an Investment firm.*

We are seeking a reliable and dynamic candidate with the following qualities, who possess the necessary finance experience and enjoys working in a performance-driven environment for a values driven mission:

- A high level of professionalism and organizational skills;
- Prepared to go above and beyond in their role;
- Ability to work independently, self-driven and strong attention to detail;
- Excellent interpersonal and communication skills;
- Adaptable to change;
- Excellent problem solver – able to find practical solutions, make recommendations and carry out corrective actions, rather than seek answers from management

The post-holder will be required to work predominantly from our Boston office, with one to two trips per year across the Americas region and one visit to Northern Ireland.

**Travel - subject to Covid-19 / travel restrictions. No travel anticipated or required in the near future.*

Responsibilities of the Finance & Administration Manager reporting to EVP / Head of Americas

- Accounts payable / receivable including office costs, marketing and event payments, staff expenses, procurement of supplies and occasional inbound payments;
- Payroll and staff benefits processing function for the US offices;
- Management of Invest NI's US corporate bank account and procurement cards (i.e. credit cards). Ensuring a proper audit trail, timely reporting / reconciliation, liaison with bankers and regulators where required;
- Preparation and submission of financial returns on a timely basis. Co-ordination and preparation of management reports and internal returns;
- Compilation of the budget for the Americas region, preparation of monthly expenditure report and variance reporting, forecasting operating costs, presenting information to the management team and implementing corrective actions as required;
- Resolution of admin and office issues and governance over corporate expenditure to ensure it is compliant with Invest NI policy;
- Management of the procurement function in line with internal policies and procedures and the provision of advice to colleagues with the ultimate aim to ensure good value for money;
- Liaison with Invest NI Head office teams in Northern Ireland on financial, reporting and internal governance processes on a pro-active basis;
- Liaison with Invest NI's internal and external auditors on financial and process related matters relating to the Americas region;
- Implementation and continuous improvement of administrative and financial procedures and processes that apply to Invest NI's US offices, and the wider region (Toronto, Santiago);

- Preparation and provision of input to the formulation of internal business cases, evaluate options and implications associated with these options, and make recommendations to the management team;
- Completion of one off projects or special assignments relating to the Americas region, as requested by management; and
- Other related duties to support the EVP of Americas and the broader team as necessary.

You will possess:

- 1) A bachelor's degree or equivalent qualification, preferably in business studies;
- 2) A minimum of 6 years' recent experience of successfully managing and implementing a range of administrative, US HR / payroll, financial and reporting procedures to meet operating requirements and deadlines;
- 3) Recent experience of preparing and monitoring budgets, and forecasting operating costs;
- 4) Recent experience of using accounting software, generating reports and preparing bank reconciliations and financial / management returns;
- 5) Recent experience of vendor and procurement management;
- 6) Recent experience of working to effective internal control and governance procedures;
- 7) Successful recent experience of developing and managing relationships with stakeholders and excellent communication skills; ability to work collaboratively and effectively with business contacts and colleagues;
- 8) Proven ability to manage a small team and drive performance.

To apply

To attract enthusiastic and qualified applicants, the salary for this post is highly competitive. Invest NI also provides an attractive benefits package including medical, dental and HRA as well as 401(k) Plan with match up to 5%.

United States terms and conditions of employment will apply to the post holder.

Due to our status as a foreign government entity in the US and in line with State Department regulations, we are only able to hire US Citizens or US Green Card holders.

No accommodation and relocation expenses are payable in connection with this position.

This full-time position will be based in Boston, Massachusetts. Invest NI Boston office is currently located in the Back Bay / Copley area. **Due to COVID-19, to safeguard health and safety of our staff, we will work with the successful candidate regarding working arrangements.**

If you are interested in this challenging and exciting opportunity, please submit:

- a. your CV / Résumé; and
- b. a cover letter in (text, word doc or pdf format only please)

to usrecruitment@investni.com no later than 5:00 pm EST August 23rd, 2020.

Your CV / Résumé must clearly demonstrate your experience and suitability for undertaking this role by providing clear evidence of how you meet the above requirements. We will not make assumptions from the title of the applicant's post or the nature of the organization as to the skills and experience gained.

Late applications will not be considered. Due to the volume of applications expected, only those shortlisted for the next step of the recruitment process will be contacted.

References will be required before the appointment.

Invest NI is an Equal Opportunities Employer.

Further information about Invest NI is available at www.investni.com