**Finance & Administration Manager**

**Applicant Pack**

FAM/25

Closing date for applications:

12 noon BST on Friday 19 September 2025

**Invest NI is an Equal Opportunities Employer. At this time, we particularly welcome applications from people with disabilities, minority ethnic groups and female applicants for roles at Grade 7 and above**

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# About Invest Northern Ireland

Invest Northern Ireland (Invest NI) is the economic development agency for Northern Ireland (NI) and is responsible for encouraging and supporting the establishment and growth of business enterprises and especially those with the potential to export. The agency is also responsible for promoting NI for Foreign Direct Investment (FDI). The organisation employs 650 staff, has an annual gross expenditure budget of approximately £150 million and manages a total client portfolio of more than 3000 companies. As a global organisation with a Head Office in Belfast and a regional presence across Northern Ireland, we also have offices in 29 locations outside Northern Ireland covering the Americas, Europe, Middle East, Africa and Asia-Pacific.

Invest NI has just completed Year One of Our Future in Focus [**Invest NI Business Strategy 2024-2027 (PDF)**](https://www.investni.com/sites/default/files/2024-10/business-strategy-invest-ni-2024-2027.pdf)which sets out ambitious targets structured around the following priorities: boosting business investment, accelerating innovation and skills, driving global ambition, developing and achieving sustainability, maximising City & Growth Deals and promoting places and partnerships.

Invest NI is a Non-Departmental Public Body (NDPB) of the **Department for the Economy (DfE).** A critical role for Invest NI is to deliver DfE’s **Economic Vision**, the new **Business Strategy**, the **City & Growth Deals** and the recommendations of the **Independent Review of Invest NI.** For more information about Invest NI please visit our website, [**www.investni.com**](http://www.investni.com)**.**

**Our Vision**

Our Vision to drive our long-term strategic response is:

*“Invest NI is recognised as a leading economic development agency, instrumental in driving a balanced, sustainable, productive, and prosperous Northern Ireland economy through unlocking the potential of businesses across the region”.*

**Our Mission**

Our Vision has been allied with our Mission Statement. Our mission statement defines the purpose and goals of the organisation. These are:

*“To work with businesses to accelerate their growth by increasing external sales and innovation, creating good quality jobs, boosting productivity and skills, growing inward investment and reducing carbon emissions. “*

# About The International & Skills Group

Invest NI’s International & Skills Group has responsibility for our activities overseas and in enhancing companies’ skills to maximise productivity and competitiveness. The Group’s overseas activities include attracting high levels of foreign direct investment to NI and supporting NI companies to access and sell to markets outside of NI with a focus on maximising opportunities aligned to Northern Ireland’s sectors of strength and export growth potential (advanced manufacturing & engineering, life & health sciences, digital & creative technologies, financial & professional services, construction & agri-food, and emerging sectors including the green economy).

The Group includes the Invest NI network of international offices, organised around four distinct geographic areas: North & South America (“Americas”), Great Britain (GB) & Europe, India, Middle East & Africa (“IMEA”) and Asia Pacific, the Trade & Investment Division and a Group Services function.

# About the International Business Group

The International Business Group has primary responsibility for all Invest NI’s activities overseas. This includes attracting high levels of foreign direct investment to Northern Ireland, supporting Northern Ireland companies to access and sell to markets outside Northern Ireland. It is also responsible for assisting Northern Ireland companies to accelerate their export growth through a range of initiatives. The Group also provides advice and support to Ministers, Government and key stakeholders visiting international markets. They also have responsibility for NI Diaspora engagement through NI Connections.

# About the GB and Europe Team

The GB and Europe Team has responsibility for promoting Northern Ireland and marketing it as a first-choice inward investment location for Foreign Direct Investment (FDI) projects. It is also responsible for promoting exports to this region (Great Britain, Republic of Ireland and mainland Europe), focussing on a number of sectors including agri-food, construction, aerospace, materials handling and renewables.

# Overview of the Finance and Administration Manager Role

Invest NI are seeking to appoint a Finance and Administration Manager to support its International Business Group, working in Invest NI’s European Headquarters in London.

The overall aim of the role holder will be to ensure the finance, administration and operational office and team requirements run smoothly and compliantly.

# Job Description (Roles and Responsibilities)

**Finance and Administration Manager**

**GB & Europe Team in the International & Skills Group**

**Application deadline**

12 noon BST on Friday 19 September 2025.

**Grade**

Deputy Principal (DP)

**Salary**

The salary range for this position is **£47,304 - £49,515 per annum, plus London Weighting**. The entry point for the successful candidate will be at the minimum of the range.

Additional market based allowances may also be available. This will be discussed further at offer stage.

**Contract Type**

Full-time, permanent. The successful appointee will be subject to a 10-month probationary period. At the end of this period, subject to satisfactory performance and attendance they will be confirmed in post. If their performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

This competition will also be used to create a reserve list to fill any permanent and temporary vacancies requiring the same skill set which may arise in the 12 months following the competition.

**Start Date**

As soon as possible (depending on notice period).

**Location**

The location of the role is in London. It is envisaged that the successful candidate will be required to undertake occasional travel for business purposes to Northern Ireland.

**Main purpose of the job**

Reporting to the Head of Territory, the post holder will lead and support the running of operations and budgets across the GB & Europe Team, including all properties/offices, such as leases, facilities management, and utilities. It also will provide oversight and responsibility for managing and supporting the external use of at the 3 NI hubs in Brussels, Dublin & London by NI Client Companies, Stakeholders and Government Officials.

**Key Responsibilities**

The post holder will:

• Manage 2 Hub Managers (one in London, one in Dublin) to ensure the successful delivery of the Hubs as working/meeting space for Invest NI clients.

• Provide finance and operations support across the GB and Europe region, including accurate maintenance, filing and monitoring of records.

• Monitor budget spend and report on any variance on a monthly basis

• Manage the Hub managers to deliver other administrative functions including team travel bookings and expenses processing.

• Develop processes to ensure compliance with justification and pre-approval processes, and for post activity evaluation, reporting and budget management.

• Oversee the administrative function including facilities management for all Invest NI’s GB and Europe offices in accordance with Invest NI’s corporate policies and guidelines including office operations, vendor management, expenses and travel.

• Oversee team procurement needs including procurement process and contract management, including managing the performance of contractors.

• Co-ordinate the maintenance of ICT systems and associated services across Invest NI’s GB and Europe offices by working closely and remotely with HQ ICT team.

• Liaise with colleagues to monitor marketing activity each month, and update the GB & Europe Team’s Marketing Activity Planner accordingly.

• Oversee the onboarding and training of new starters in relation to budget and administrative functions.

• Act as the main point of contact with FCDO in relation to staff employed on the FCDO platform within the GB & Europe Team, ensuring FDCO staff are compliant with Invest NI policies and procedures.

**This list is not exhaustive, and the successful applicant will be required to perform additional duties as allocated by management.**

# Selection Process

## **Selection Criteria**

To be considered for the role, applicants must be able to demonstrate, by the closing date for applications, how they meet the following essential criteria, **using specific examples.**

|  |  |  |
| --- | --- | --- |
| **Essential Criteria**  The following are **ESSENTIAL** criteria which may initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application how you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below | |  |
| **Criteria** | | **Method of Assessment** |
| Experience & Knowledge | Experience of working on budget, projections and monitoring spend including monthly admin budget forecasts and financial performance reporting.  Experience of procurement and contract management in the public sector.  Experience of problem solving within a team environment.  Working knowledge of health and safety regulations related to commercial offices. | **Application form**  **Application form**  Assessment/ Interview  Assessment/ Interview |
| Skills | A high level of initiative and problem-solving skills, with the ability to respond constructively, and at pace to unforeseen events with minimal supervision.  Strong attention to detail and able to challenge or question financial data when needed. An ability to spot discrepancies in information with the initiative to investigate further.  Excellent organisational and time management skills, the ability to manage conflicting prioritie sunder pressure, reprioritising and delegating where necessary.  Proven ability to develop effective and trusting working relationships with diverse stakeholders at all levels internally and externally.  Ability to maintain confidentiality and political impartiality. | **Application Form**  Assessment/ Interview  Assessment/ Interview  Assessment/ Interview  Assessment/ Interview |
| Technical Skills | Experience of using financial systems, preferably Oracle for the processes of buying and paying for goods and services and receiving income. | Assessment/ Interview |

## **Shortlisting**

A shortlist of candidates for assessment and interview will be prepared on the basis of the information contained in the application form.

**Responses in your application form should refer to specific examples that demonstrate how and to what extent you satisfy the essential criteria outlined**. Only those applicants who, from the information supplied on the application form, most closely match the selection criteria for the post will be shortlisted.

***Application forms which do not provide the necessary detailed information in relation to the knowledge, skills and criterion required will be rejected.***

## **Interview and Assessment**

Shortlisted candidates will be invited to the next stage of the selection process which will include an interview and assessment, which are anticipated to be held in the week commencing Monday 13 October 2025.

The selection panel will assess applicants against the interview and assessment

criteria as appropriate. The panel’s decision at every stage of the selection process is final.

## **Application Forms**

**Completed applications, demonstrating the experience and skills sought, must be submitted to the Monitoring Officer by the specified closing date.**

All applications for employment are considered strictly on the basis of merit.

To ensure equality of opportunity for all applicants:

* Only completed applications on the application form will be accepted. CVs or any other supplementary material in addition to completed application forms will not be accepted.
* Applicants must complete the application form in Arial size 10 font, or block capitals using black ink.
* The space available on the application form is the same for all applicants and must not be altered or re-formatted and applicants must not exceed the space provided.
* Applicants submitting their completed application form electronically must ensure that it is sent via email as an attachment (either as a PDF or Microsoft Word document only). Forms sent via any other online method or converted into any other digital format, or which Invest NI deems unsafe to open, will not be accepted.
* Applications which are received after the closing date and time will not be accepted.
* Applicants should ensure they provide evidence of their experience on their application form, giving length of experience, examples and dates as required.
* It is not sufficient to simply list your duties and responsibilities. Invest NI will not make assumptions from the title of your post as to the skills and experience gained. It is vital that you highlight your specific role and contribution by using actual examples to illustrate your experience against the selection criteria.

## **Appointment**

If successful, you will be expected to take up the position as soon as possible. Should you de­cline an offer of appointment, you may not be offered any future posts to be filled from this competition.

* **References**

Your appointment is subject to receipt of two satisfactory references.

* **Before Starting**

Prior to taking up your duties, you will be asked to accept the main terms of your appointment in writing.

* **Eligibility to Work in the UK**

All applicants must be legally able to work and reside in the country of the vacancy with the correct visa/work permit status or demonstrate eligibility to obtain the relevant permit. Any costs related to obtaining or renewing permits and visas are the responsibility of the successful applicant.

* **Vetting Requirements**

Your appointment is also subject to a background check. Invest NI will organise a Criminal Record Check on successful candidates to be carried out by AccessNI. The category of AccessNI check required for this post is Basic Disclosure Certificate. You should not put off applying for a post because you have a conviction, and any disclosure will be seen in the context of the job role, the nature of the offence and the responsibility for the care of existing clients and employees. We deal with all criminal record information in a confidential manner and in accordance with our Privacy Standard. Information relating to convictions is destroyed after a decision is made.

More information can be found on <http://www.accessni.gov.uk/>. If you are being considered for appointment, you will be asked to complete the AccessNI application form for a Basic Disclosure Certificate. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment. Failure to complete the application form and return it within the specified time will be regarded as ‘no longer interested in the position’ and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978. A copy of Invest NI’s Policy on the Recruitment of Ex-Offenders is available upon request.

**Canvassing**

Canvassing in any form is not allowed at any stage of the process.

# Benefits of employment

**Invest NI is committed to creating a better workplace for its staff. Working for Invest NI brings a range of benefits that you can take advantage of.**

**Pension**

We offer all employees access to an attractive pension scheme. Full details can be found on the Principal Civil Service Pensions Scheme (Northern Ireland) website at <https://www.finance-ni.gov.uk/landing-pages/civil-service-pensions-ni>.

**Holidays**

25 days per annum, increasing to 30 days after 5 years, with an additional 12 Public and Privilege holidays. The leave year runs from 1st February to 31st January. Leave entitlement in the period prior to the start of the new leave year is calculated on a pro-rata basis.

**Flexible Working Hours**

The standard working hours are 37 per week, Monday to Friday. Employees will be required from time to time to work outside normal working hours to fulfil the demands of the role. Invest NI operates a flexible working scheme. Staff may work flexibly from 7.00am to 7.00pm with a minimum of half an hour for lunch. At management discretion and without adversely affecting the overall efficiency of Invest NI, staff who have built up enough hours each month can take up to a maximum of 3 flexible working days.

**Family**

Family-friendly policies are essential for supporting employees with caregiving responsibilities and promoting work-life balance.

**Remote Working**

**We offer hybrid working for most roles with a** combination of in-office and remote work, offering greater flexibility.

**Wellness and Inclusion**

We have a variety of vibrant Employee Connection Groups as part of our commitment to Diversity & Inclusion including The Professional Women’s Network and LGBTQ+.

Invest NI promotes positive health and wellbeing through regular events and initiatives throughout the year with access to wellness programs that support mental and physical well-being.

Counselling and support for employees via an **Employee Assistance Program (EAP)** and access toaWelfare Support Service providing an individual and confidential service to staff and managers at all levels.

**Community**

A Sports and Social Committee organise events for Invest NI staff and their guests.

Our Corporate Charity until April 2026 is **NI Children’s Hospice** and we have already surpassed our revised target of £30k! You can get involved in events and initiatives to help raise money to support our charity partner.

**Learning and Development**

Invest NI is committed to supporting staff to reach their full potential. We actively develop staff and invest significantly in training and development for business success and personal growth. This includes on-the-job training, external training and, where appropriate, further education.

# Additional Information

**Travel**

It is not Invest NI’s policy to pay travel expenses to any candidate attending interview.

**No accommodation or relocation expenses are payable in connection with this position**

**Conflicts of Interest**

Applicants must note the requirement to declare areas of actual, potential or perceived conflict with the interests of Invest NI. You will be required to make such declarations upon offer of employment and annually thereafter for Invest NI’s consideration. You will be required to abide by the rules adopted by Invest NI in relation to private interest and possible conflict with public duty; the disclosure of official information; and political activities.

**No Smoking Policy**

Invest NI operates a no smoking policy in all its offices.

**Interview Guidance**

Interview guidance is available by clicking the link below:

[invest-northern-ireland-Interview-guidance.pdf (investni.com)](https://www.investni.com/sites/default/files/2024-10/invest-northern-ireland-Interview-guidance.pdf)

**Data Protection**

The Invest NI Privacy Notice is available at:

[Invest Northern Ireland - Privacy Notice for Job Applicants (PDF) (investni.com)](https://www.investni.com/sites/default/files/2024-10/invest-northern-ireland-privacy-notice-job-applicants.pdf)

**Equality of Opportunity**

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees, and we aim to select the best person for the job. To help ensure that we are meeting our Equality of Opportunity obligations, we monitor the **community background and sex of our job applicants and employees** in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the Fair Employment & Treatment (NI) Order 1998.

Regardless of whether they actually practice religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities. On the form you will be asked to indicate the community to which you belong to. If you do not answer the question about Community Background, or if you tick the “not a member of either” box, we are required by the Fair Employment & Treatment (NI) Order 1998 to use the residuary method of making a determination which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

We also ask you to provide additional data about yourself which we use to help us assess whether any of our policies, procedures or activities are operating to the detriment of any particular grouping within our diverse society.

Whilst you are not obliged to answer the questions on the Monitoring Form and you will not suffer any penalty if you choose not to do so, we encourage you to answer the questions. **Whether or not you choose to complete it, the Monitoring Form included with your application form is regarded as part of your application and should be returned**. If you answer the questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.

The monitoring form will not be available to the selection panel. It will be separated from the application form by the monitoring officer and transferred to a computer-based monitoring system. There it will be protected, access restricted and used strictly in line with our Privacy Notice.

You can read our Equal Opportunity Statement by clicking on the link below:

[Equality of Opportunity.pdf (investni.com)](https://www.investni.com/sites/default/files/2023-07/Equality%20of%20Opportunity.pdf)