A logo for a marathon

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A large crowd of people running

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Closing date for CV is **Wednesday 22nd October 2025, 12noon.**

**CVs** can be posted toMarathon Office, Sir Thomas and Lady Dixon Park, Upper Malone Road, Belfast BT17 9LA. Alternatively you can email your CV to[**claire.oneill@belfastcitymarathon.org**](mailto:claire.oneill@belfastcitymarathon.org)

**Job Title: Finance Officer**

**Reports to:** Chief Executive  
**Location:** Belfast (Hybrid/On-site as agreed)  
**Contract:** Part-time: 20 hours per week  
**Salary:** Commensurate with experience

**About Belfast City Marathon Limited**

Belfast City Marathon Ltd is a not-for-profit company responsible for organising one of Northern Ireland’s largest mass participation sporting events. With a growing calendar of races and an expanding team, the company is seeking a detail-oriented Finance Officer to manage the financial operations, reporting, and compliance functions to support the organisation’s continued success.

**Job Purpose**

The Finance Officer will be responsible for managing the day-to-day financial operations of the company, including bookkeeping, payroll, VAT returns, and financial reporting. This role will work closely with the Chief Executive and report to the Board of Directors through quarterly financial updates.

**Key Responsibilities**

**1. Financial Systems Management (QuickBooks or other agreed software)**

* Maintain and manage the company's financial records using QuickBooks (or other software as agreed by Chief Executive/Finance Committee).
* Accurately input all financial transactions including income, expenditure, and adjustments.
* Perform monthly bank reconciliations to ensure records are accurate and up to date.
* Oversee sales ledger (invoicing, income tracking) and purchase ledger (supplier payments, expense monitoring).
* Make recommendations on potential system upgrades (e.g., transition to Sage or Xero) and lead implementation with approval.

**2. Payroll Management**

* Provide monthly payroll services for approximately 6 employees.
* Ensure accurate processing of salaries, deductions, and benefits.
* Liaise with HMRC for all statutory submissions including RTI (Real Time Information).
* Coordinate pension contributions and communications with Aegon, the company’s pension provider.
* Maintain up-to-date payroll records in line with employment and tax legislation.

**3. Financial Reporting and Management Accounts**

* Prepare and present quarterly management accounts and financial reports for review by the Chief Executive and Board of Directors.
* Support budgeting processes and financial forecasting.
* Provide financial insight and analysis to support strategic decision-making.
* Maintain accurate records for annual audits and statutory accounts preparation.

**4. VAT and Compliance**

* Manage the preparation and submission of quarterly VAT returns in line with HMRC deadlines.
* Ensure full compliance with VAT regulations and keep abreast of relevant changes in legislation.
* Coordinate and prepare for end-of-year financial procedures and audits.
* Outline what safeguards they have put in place to protect auditor independence.

**Person Specification**

**Essential:**

* Proven experience in a finance or accounting role, ideally within a small/medium organisation or charitable company.
* Strong working knowledge of QuickBooks, Sage, Xero or similar accounting software.
* Experience with payroll processing and HMRC reporting.
* Understanding of VAT regulations and financial compliance.
* Proficiency in Microsoft Excel and other MS Office applications.
* Excellent attention to detail and accuracy.
* Strong organisational and time management skills.

**Desirable:**

* Part-qualified or fully qualified accountant (AAT, ACCA, CIMA, or equivalent).
* Experience in the charity, not-for-profit or events sector.
* Familiarity with pension schemes, specifically Aegon.