



PEACEPLUS
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



Rialtas na hÉireann
Government of Ireland



Northern Ireland
Executive
www.northernireland.gov.uk



**Ulster
Wildlife**

PEAT + Finance Coordinator

This project is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).



CLOSING DATE:

12:00 pm

Tuesday 26 August 2025

Ulster Wildlife
McClelland House
10 Heron Road
Belfast
BT3 9LE

recruit@ulsterwildlife.org

www.ulsterwildlife.org

ABOUT ULSTER WILDLIFE

We are Northern Ireland's largest local nature conservation charity, established in 1978. We're working to bring nature back on land and at sea, inspire people to take action for nature and climate, and play our part in ending climate and ecological emergencies. We manage 19 nature reserves; save species at risk from sharks to hedgehogs; restore and connect habitats such as peatlands; influence government policy and empower people to stand up for nature. We are one of 46 independent Wildlife Trusts, collectively working across the UK to bring nature back. We are driven and supported by over 14,000 members.

Nature is in crisis and declining at rates unprecedented in human history. Ulster Wildlife has a plan to not only slow the loss of nature, but to actively reverse its decline.

Our Vision - A wilder future where people and nature are thriving together.

See – www.ulsterwildlife.org for more information about us and our important work.

PEACEPLUS PROGRAMME

PEACEPLUS is a new cross-border funding Programme supported by the European Union, the Government of the United Kingdom of Great Britain and Northern Ireland, the Government of Ireland, and the Northern Ireland administration.

The Programme is designed to support peace and prosperity across Northern Ireland and the border counties of Ireland, building upon the work of the previous PEACE and INTERREG Programmes.

The programme has been divided into six themes and 22 investment areas. Each new programme aims to address longstanding social and economic challenges which have and continue to impact our communities. Within each theme there are several investment areas - these will have a more specific focus and target specific organisations such as local authorities or community groups.

The PEAT+ Project has been funded through the Biodiversity, Nature Recovery and Resilience Investment Area, within the PEACEPLUS Supporting a Sustainable and Better Connected Future theme.

PEAT+ PROJECT

The PEAT+ project, led by Ulster Wildlife in collaboration with cross-border partners, focuses on restoring peatlands across Northern Ireland and Ireland's border counties. This initiative integrates climate action, biodiversity enhancement, and community engagement to reduce emissions from degraded peatlands and increase their carbon capture post-restoration. It also aims to improve biodiversity, protect historical features, and contribute to flood prevention, water quality, and wildfire risk reduction.

The project is structured into three key work packages: Conservation Planning & Design, Peatland Restoration, and Capacity Building & Community Engagement. Through these efforts, PEAT+ will leave a lasting legacy by restoring vital habitats and fostering long-term environmental and community benefits. Partners in the project include – Ulster Wildlife, Armagh, Banbridge & Craigavon Borough Council, Newry, Mourne & Down District Council, Cuilcagh Lakelands Geopark, Mourne Heritage Trust, Atlantic Technological University Donegal, Crichton Carbon Centre. RTÉ is also expected to partner on the project.

RECRUITMENT PROCESS

APPLICATION FORM

Please download an application form from www.ulsterwildlife.org/jobs. The completed application and monitoring form must be received no later than **12 noon on Tuesday 26 August 2025** in Microsoft Word format (NOT PDF) via email to recruit@ulsterwildlife.org. Applications received after the deadline will not be accepted. CVs will not be accepted.

Under the section headed 'Role Requirements' it is essential that applicants clearly demonstrate through the use of examples how they meet the essential and/or desirable criteria required for the post. It is not acceptable to simply restate the criteria. The shortlisting panel will not make assumptions and if applicants do not demonstrate, through examples, how they meet the criteria they will not be shortlisted to the next stage of selection.

Ulster Wildlife reserves the right to interview only those who demonstrate on their application form that they fully meet the essential criteria and desirable criteria. Ulster Wildlife reserves the right to apply additional criteria to facilitate the shortlisting process where necessary.

All applicants will be contacted regarding the outcome of their application. However, regretfully due to limited resources, Ulster Wildlife cannot provide feedback regarding your application.

Ulster Wildlife makes employment decisions based solely on merit however any offer of employment is conditional on the receipt of two satisfactory references, certificates to support stated qualifications, and proof of the right to work in the UK. Please note Ulster Wildlife does not hold a Sponsor License.

Candidates who score above the minimum threshold during a recruitment selection process, but whose scores mean they are ranked lower than other successful candidates, may be kept on a reserve list for similar roles for a period of up to 12 months.

Canvassing will automatically disqualify.

Ulster Wildlife supports the principles of equality of opportunity. Ulster Wildlife's Safeguarding Commitment Statement can be found here www.ulsterwildlife.org/safeguarding-statement.

Ulster Wildlife is committed to protecting the privacy and security of your personal information. You can read about how and why Ulster Wildlife uses your personal information here www.ulsterwildlife.org/privacy-notice.

We are being assisted by our recruitment partners **Beyond HR** (www.wegobeyondHR.com) therefore the information supplied on your application form will be shared with them for the purpose of administrating the recruitment process in line with our privacy notice above. Candidates may be contacted directly by Beyond HR for the purposes of the administration of the recruitment process including but not limited to interview arrangements and the following up of employment conditions for successful candidates.

INTERVIEW

Following shortlisting successful candidates will be invited to a face to face interview. The interviews are planned for **Monday 08 September 2025**.

The interview will consist of a job related task (which will be relayed to candidates following successful shortlisting) followed by a set of interview questions asked by a panel of Ulster Wildlife staff.

If you have any questions about the role or assessment process, please contact us at: recruit@ulsterwildlife.org or call 07485 329716.



JOB DESCRIPTION

Role:	Finance Coordinator – PEAT+ Project
Salary:	£31,685 to £34,096. Access to employer's contributory pension scheme - maximum 10% per annum.
Hours:	37.5 hours per week (30 hours may be considered)
Location:	Based at Ulster Wildlife Offices, 10 Heron Road, Belfast, BT3 9LE. There will be occasional travel. A combination of office and home working will be possible.
Contract:	Fixed Term Contract to 30 June 2029, unless renewed. This post is subject to a 6-month probationary period.
Leave:	24 days annual leave per annum plus 12 days statutory holidays, rising to 26 days following three years' service.
Reporting to:	Project Director – PEAT+ Project.
Other benefits:	Health cash-back plan, flexi-time system and onsite parking.

OVERVIEW

This post is *supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).*

As a key member of the PEAT+ Project Management Team, the Finance Coordinator will be responsible for compiling and processing financial transactions, preparation of financial analyses and preparation of financial reports and grant claims. They will also assist with various other finance and administration duties, including liaison with finance staff in project partner organisations.

DUTIES OF THE POST

Ulster Wildlife Project Delivery Finances

- Familiarise self with all aspects of the PEACEPLUS Programme Manual and Guidelines.
- Maintain oversight of Ulster Wildlife's PEAT+ Budgets for both direct peatland delivery and project management functions.
- Prepare annual budgets in conjunction with PEAT+ Project Director and Head of Finance.
- Oversee and support procurement processes including record keeping.
- Maintain budget tracking system to monitor income and expenditure.
- Prepare Ulster Wildlife's quarterly claims for the PEAT+ Project ensuring they are completed by quarterly deadline including preparation of submission on JEMs online platform.
- Prepare quarterly project management accounts for Ulster Wildlife's SLT and Board.
- Prepare quarterly budget re-profiles as required in conjunction with Project Director and submit to funder as required.
- Monitor cashflow against cashflow projections in conjunction with Head of Finance.
- Maintain a project asset register for the PEAT+ Project.
- Complete processes set out to minimise foreign exchange risk during the project.
- Review project staff expenses and mileage claims on a monthly basis.
- Assist with year-end accounts and audit requirements for the project.

Project-wide Finances

- Act as main contact for other project partners' budget and finance enquiries – liaising with the Project Director if required.
- Liaise with third party contracted to review partner claims and deal with any issues that arise.

- Maintain an overall record of total project spend across all partners against agreed funder's budget.
- Deliver financial training to partners as required.
- Prepare overall project financial analyses as required.
- Support the project governance structures including attending meetings and minute-taking if required.

ORGANISATION-WIDE RESPONSIBILITIES OF POST

While every member of staff has their own specific tasks and duties to perform on a day-to-day basis, there are also a number of additional areas of work that you will be expected to take part in for the overall development and delivery of the organisation's aims. These include:

- Participation in the development and implementation of Ulster Wildlife's overall strategy and operational plan.
- Play a proactive and positive role in Ulster Wildlife's team.
- Develop strategic partnerships with other organisations.
- Support the fundraising and communications activities of the organisation.
- Adhere to the policies and practices of Ulster Wildlife at all times and to respect the policies and practices of project partners.
- Identify and implement Learning & Development processes.
- Co-operate with and support volunteers and where appropriate supervise them.
- Ensure that contact with others is of a style and quality consistent with Ulster Wildlife's ethos.

No job description can cover every issue which may arise and subsequently the post-holder may be expected to carry out other duties broadly consistent with those itemised above.

PERSON SPECIFICATION

Essential Criteria

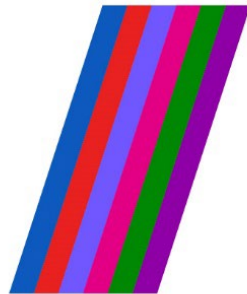
1. A Level 5 Diploma for Accounting Technicians or equivalent qualification.
2. At least three years' experience working in a relevant finance role.
3. Excellent numerical skills and ability to achieve a high level of accuracy
4. Effective planning and organisational skills with the ability to meet non-negotiable monthly and quarterly deadlines.
5. Ability to communicate effectively, both written and verbally.
6. Excellent work planning and organisational skills.
7. Strong digital skills, including a solid understanding of Microsoft Office and an excellent working knowledge of Microsoft Excel for accounting purposes. with the ability to adapt to new technologies, including AI-based tools.
8. Effective team working skills.
9. Ability to work in a busy environment and use your own initiative.

Desirable Criteria

1. Experience in procurement and/or audit.
2. Experience in preparing grant claims.
3. Experience in foreign exchange calculations.
4. Experience of working in the voluntary/charity sector.
5. Experience of working with EU funded programmes.

Issued: August 2025

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