

Application Pack

Finance Manager – Compliance & procurement

Permanent

[Closing date Friday 11th September 2026](#)

**visit
Belfast**



About Us

Visit Belfast is the official destination marketing and management organisation (DMMO) for the Belfast City Region. We are responsible for promoting Belfast as a leading city break, business events and cruise ship destination, providing visitor servicing to warmly welcome visitors to the region. We are an innovative, public/private sector partnership funded and supported by Belfast City Council, Tourism Northern Ireland and the private sector.

Visit Belfast represents nearly 500 tourism businesses across the industry including accommodation providers, attractions, venues, experience providers, tour operators, transport providers, restaurants and cafes, pubs, clubs and event organisers.

We are a multi-award winning organisation that is set to deliver approximately 1 million visits, 500,000 bednights and £150m in economic impact to the city region in 26/27 through our focus on short breaks, business events, cruise and visitor servicing activity.

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Our Core Purpose

...to create and service visitors for Belfast and Northern Ireland in order to generate economic benefit and inclusive growth, creating jobs and prosperity for the city region, and enabling Belfast to become a more sustainable place to visit, meet and live in.

Visit Belfast is committed to playing our part in delivering a more sustainable Belfast and work with our industry and funders to put sustainability at the heart of our organisation and city development. Belfast is now ranked in the Top 10 destinations globally in the Global Destination Sustainability Index.



Join the Team

Be Part of It

The importance of tourism to the city economy and Belfast to the regional visitor economy cannot be overstated. Twenty-five years of tourism growth has welcomed millions of visitors to the city and been a catalyst for the regeneration of Belfast. It has established hundreds of new enterprises for our economy, thousands of jobs for our residents and created opportunities for our communities and neighbourhoods. Tourism has played an important part in enriching the culture, vibrancy of the city and the quality of life for all the people who call Belfast home.

With landmark investment planned in tourism through the Belfast Region City Deals, major events to welcome, significant hotel and tourism development underway, there has never been a better time to join Visit Belfast.

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Our Strategy

Visit Belfast's three-year strategy: New Horizons for Belfast City Region 2024-2027 is focused on enhancing Visit Belfast's efforts to:

- Grow the visitor economy in the Belfast city region in an inclusive and sustainable way
- Position the Belfast city region as a front of mind destination for leisure visits, business events and days out
- Enhance the experience for visitors by showcasing Belfast city region as a diverse and welcoming destination with a unique neighbourhood offer
- Accelerate our approach to championing sustainability, pioneering impactful initiatives, inspiring sustainable choices amongst visitors and clients and telling Belfast's sustainability story.

Business Plan

[You can read more and download our Business Plan here.](#)



The Role

Position

Finance Manager – Compliance & procurement

Type

Permanent (Full time – 37.5hrs per week)

Department

Corporate Services

Reporting to

Director of Finance & Corporate Services

Salary Range

£32,600 - £35,623 (DOE)

Location

9 Donegall Square North, Belfast BT1 5GB

Purpose

Reporting to the Director of Finance & Corporate Services, the Finance Manager – Compliance & procurement is responsible for operational compliance and governance across the organisation.

This includes areas of procurement, internal/external audit actions, health & safety compliance.

Duties & Responsibilities

Compliance & Governance

- Assist in the maintenance of the list of VB Company policies, ensuring that they are subject to regular review and that all staff have declared receipt and understanding of these policies.
- Maintenance of a supplier contracts register and a key funding agreement register to ensure required action is communicated and completed in a timely manner.
- Ensure that all annual declaration of interest forms are completed to enable the Director of Finance & Corporate Services to maintain the disclosure register.
- Manage the quarterly gifts and hospitality return process for review by the Director of Finance & Corporate services.
- Manage the data retention requirements for financial records and ensure secure and confidential disposal in line with appropriate policies.
- Prepare a quarterly bad debt provision calculation for review by the Director of Finance & Corporate Services and ensure that debt recovery processes are actioned as required.
- Manage the update and communication of hospitality authorisation procedures and ensure that these are followed and appropriately authorised.
- Manage the process for the use of Company credit cards and all associated returns.
- Support the risk management administration process to include updates of the risk register.
- Support the treasury management of all Visit Belfast bank accounts.
- Support the quarterly VAT return process.
- Assistance in any internal or external audit requirements to include assigned actions following any audit recommendations.
- Active participation in the company's Health and Safety Committee, to include management of risk assessment or incident/accident reporting forms and associated filing systems.
- Assist the Director of Finance to ensure shared areas are maintained and fire safety regulations are implemented, communicated and adhered to.



Duties & Responsibilities

Procurement

- Support the Director of Finance & Corporate Services in the development, review and maintenance of all relevant procurement policies and procedures.
 - Governance reporting to the Director of Finance & Corporate Services to ensure compliance with Company procurement policies and reporting of any non-compliance.
 - Provide training regarding the procurement policies and the associated responsibilities for all staff.
 - Centralise procurement activities so that all quotation exercises are coming from a central source.
 - Support departments in the administration of procurement exercises.
 - Design and implement a meaningful file structure for all procurement/ purchasing documentation.
- Maintenance of tender and procurement documentation and ensuring that records are kept up to date.
 - Deal with enquiries from existing and prospective suppliers.

Other

- To undertake, when necessary, work out of normal office hours.
- To carry out all duties with full regard to the Visit Belfast's equal opportunities and fair employment policies.
- To carry out all duties with full regard to the Visit Belfast's data protection (GDPR) policies.
- Travel on behalf of Visit Belfast may form part of the job.



Relationships

- Reports directly to the Director of Finance & Corporate Services.
- Provides organisational support regarding all matters of operational compliance and governance.
- Provides organisational support and manages internal record keeping for all procurement exercises.
- Interacts with Visit Belfast's existing and potential designated suppliers and, as appropriate, public and private sector stakeholders.

Personal Specification

Essential

Qualifications

- Minimum 5 GCSE's, or equivalent, at grade "C" or above, including English & Maths.
 - Degree level qualification, or equivalent.
- OR
- 5 years relevant finance/ procurement experience.

Relevant Experience

- Minimum 3 years' finance/compliance/procurement department experience.
- Proven experience in the use of all Microsoft applications: Word, Excel, Outlook and PowerPoint.
- Experience using financial packages such as SAGE, SAP, Exchequer etc.
- Understanding of data privacy and document retention standards.
- Proven experience in communicating with internal and external stakeholders.

Special Aptitudes

- Excellent communication and interpersonal skills.
- Flexibility and ability to work well as part of a team.
- Excellent literacy and numeracy skills.
- Attention to detail.
- Problem solving skills.
- Proven ability to work on own initiative on projects.
- Excellent planning and organisational skills.
- Good time management skills.
- Ability to meet deadlines and work under pressure.

Circumstances

- Available to work outside normal hours.
- Willing to travel occasionally.

Desirable

Qualifications

- One of the following:
- Finance/Accounts qualification.
- CIPS/ alternative procurement qualification.
- Health & Safety qualification.

Relevant Experience

- Experience of file management systems.
- Experience of contract register management.
- Experience of involvement in an internal/external audit process.
- Health and safety experience.

Special Aptitudes

- Previous experience in a similar role or organisation.
- Experience in development of policies/procedures.
- Experience in monitoring compliance with policies/procedures.

Circumstances

- Clean driving license and access to own transport.

We Offer...

Attractive pension scheme with a 15.5% employer contribution.

25 days annual leave (pro rata) with an additional 11 public holidays.

Hybrid working (3 office days and 2 days working from home).

Opportunity to work at a city-level, working with leading industry partners and where you can make a real impact.

Inclusive working environment with regular staff engagement events and activities.

Opportunity to work in a dynamic, fun and welcoming industry.

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Our Values — We Are;

people centred

Our welcome is
second to none and
we embrace it

Our community, stakeholders, partners, visitors and staff are at the heart of everything we do. We strive for an inclusive, warm welcome. Our staff are proud to showcase the city of Belfast and we go the extra mile for visitors and for each other.

responsible

We champion the
city's strengths and
protect them for future
generations

Our vision is clear, future proof our city for generations to come. We encourage our visitors to make sustainable travel choices, enjoy our green spaces and attractions, and support local businesses who are working hard to make Belfast a resilient city.

influential

We have confidence and
conviction to be the best

We lead the promotion of our city. Tourism is a force for good, driving economic, environmental and social well-being. We are results-oriented and driven by our desire to do and be the best.

adaptable

We roll with the punches
and punch above our weight

Things change, and just like our weather, the world can be unpredictable. We're agile and fast moving, adapting to opportunities and dealing with challenges that lie ahead. No matter what comes our way, we ensure our visitors, staff and communities are front of mind.

collaborative

Working together
is in our DNA

We share a collective ambition to see Belfast flourish. Partnership is what sets us apart. We share information and insights to ensure our city provides the best offering to our visitors and communities.

honest

We are genuine and our
passion for Belfast is real

We promote a city we love and believe in. We share authentic stories and are proud of our progress. We are honest with our communication and promotion, we do what we say and we say what we do.

Apply Now!



CVs should be sent to:
jobs@visitbelfast.com

Visit Belfast is an equal
opportunities employer

Closing date:
12pm Friday 11th September 2026

- Late applications will not be accepted.



**visit
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Visit Belfast, 9 Donegall Square North, Belfast BT1 5GB Northern Ireland

