



# WE ARE HIRING!

***Clarecare's vision is to be the trusted quality care provider within our communities by supporting individuals and families to reach their full potential***

*Clarecare is a professional accredited social enterprise with charitable status, providing a range of person centred services for over 55 years to individuals and families in Co. Clare. Current services include Family Support, Older Person Services and Bushypark Residential Addiction Treatment Services. Clarecare's headquarters are based in Ennis with local offices in Bushypark, Shannon, Kilrush, Killaloe and Ennistymon. Further information is available on [www.clarecare.ie](http://www.clarecare.ie) [www.bushypark.ie](http://www.bushypark.ie)*

**Our Vision:** *is to be the trusted quality care provider within our communities by supporting individuals and families to reach their full potential.*

**Our Mission:** *is to provide person-centred services to individuals and families within our communities.*

**Our Core Values:** • Collaborate • Accountability • Respect • Empathy • Trust

## JOB DESCRIPTION

**TITLE:** ACCOUNTS ADMINISTRATOR - BUSHYPARK ADDICTION TREATMENT SERVICE

**DURATION OF CONTRACT:** This is a full-time permanent post (subject to satisfactory completion of probation period i.e. 6 months) and continued receipt of funding.

**ROLE:** To provide accounts and administration support for the operation of Bushypark Addiction Treatment Services in addition to providing accounts support to the Head of Finance/IT & Procurement and the Finance Team, thus ensuring the effective operation of the Finance Function within the organisation.

**OBJECTIVE:** The Finance Department aims to provide efficient and effective Finance related activities within Clarecare.

**JOB RELATIONS:** The Accounts Assistant will operate within the Bushypark team and also the wider Finance team in Clarecare. This position reports to the Head of Finance, IT & Procurement with day to day operational reporting to the Deputy Manager of Bushypark Addiction Treatment Service.

**JOB LOCATION:** The position offered is based in Bushypark Treatment Services, Ennis, Co. Clare. Location may be subject to change. You may, if required, be assigned to the Service's other places of business. You will be given as much notice of any such change of place of work as is reasonably practicable. The successful candidate will be required to travel to other Clarecare centre locations throughout Co. Clare in the course of his/her work as and when required.

**DAYS/HOURS OF WORK:** 37.5 hour working week (inclusive of 30 mins. paid lunch break per day) = net 35 hours working week, on a Monday-Friday basis from 9am to 5pm daily. Flexibility regarding work hours is essential.



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## **RESPONSIBILITIES OF THE POSITION:**

### **General Responsibilities:**

- To report to the Head of Finance/IT & Procurement or designate with operational reporting on a daily basis to the Deputy Manager of Bushypark.
- To adhere to Clarecare policies and procedures including health & safety in relation to all work with Clarecare.
- To maintain files in accordance with Clarecare standards in order to ensure that excellent record keeping practices are in place.
- To maintain the strict principles of confidentiality in all areas of work.
- To complete files and records as required by the Head of Finance, IT & Procurement or designate.
- To work as part of the wider Clarecare Structure and support the work of various departments/services within Clarecare.
- To attend supervision sessions with the Head of Finance/IT & Procurement or designate.
- To live the “Values” of Clarecare in your every day work and interactions with staff, volunteers and external parties.
- To maintain professional boundaries in all work with clients, staff, volunteers, external suppliers, etc.
- Attend and participate in all mandatory and other relevant training as advised by your Line Manager.
- Attend other meetings as necessary.
- To perform such other duties appropriate to the office as may be assigned to you by your Line Manager or designate.

### **Specific Responsibilities:**

#### **This role is to support the effective and efficient operation of the Finance and Administration functions within Bushypark Addiction Treatment Services**

##### **1. Maintaining and Updating Clients List:**

- Collaborate with Bushypark staff to ensure accurate financial details and backup information for all clients, including funding confirmation.
- Regularly update the clients list to reflect any changes or new admissions.
- Liaise with staff to address any discrepancies or missing information.
- Provide support for system implementations.

##### **2. Funding Trackers and Approval Support:**

- Maintain funding trackers using spreadsheets or relevant IT systems.
- Attach funding approval documentation to client files for audit and record-keeping purposes.
- Ensure compliance with funding requirements.
- Compile monthly, quarterly and annual reports for funders, working closely with the Manager and Deputy Manager.
- Support Internal Auditing



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### 3. Overseeing Medical Insurance Clients:

- Verify that correct information is obtained from clients before admission.
- Confirm that appropriate insurance coverage is in place.
- Flag any excess policies or underpayments that may impact billing.

### 4. Invoice Management:

- Generate and submit invoices promptly to Medical Insurance providers.
- Facilitate timely payment processing.

### 5. Documentation and Record Maintenance:

- Work closely with relevant staff to follow up on documentation with clients.
- Ensure that all required documentation is complete, organised, and accessible in client files and relevant IT systems.
- Ensure that files are maintained in accordance with Clarecare's records-keeping policies and retention schedules.

### 6. Financial Transactions and Reporting:

This role encompasses a wide range of financial tasks to support Finance to produce monthly management accounts., from handling invoices and bank transactions to maintaining accurate records through journals and ledgers within Sage 50 and will include:

- Assist with bank lodgements in person, in collaboration with the Receptionist/Administrator.
- Reconcile petty cash transactions.
- Oversee the automated Invoice processing system (Smart Office) and provide support to the business.
- Matching bank transactions on Sage 50
- Manage Cheque Requisitions:
  - Administer the cheque requisitions file.
  - Post cheques written to the accounts system.
- Record bank transactions and perform bank reconciliations.
- Reviewing Aged Debtors & Creditors and monitor outstanding debts and credits.

### 7. Supplier and Contractor Payments:

- Support the Finance team in ensuring efficient and accurate payments to suppliers and contractors.
- Maintain Supplier documentation in line with policy
- Reconcile supplier statements to invoices received and ensure supplier contracts are up-to-date.

### 8. Administration and System Rollout:

- Assist with the development and rollout of the One Touch data management system across the service in conjunction with the Deputy Manager and team.



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9. **Handling Client and Supplier Queries:**

- Address client and supplier queries on a timely basis.

10. **Supporting Service Managers/Line Managers and other staff:**

- Collaborate with Budget Holders (Service Managers and Line Managers) to oversee the management and delivery of contracted-in services.
- Assist with financial aspects related to service provision and related queries.

11. **Additional Duties as assigned by the Head of Finance/ Deputy Manager of Bushypark Addiction Treatment Service, inclusive of:**

- Provide cover for Bushypark Admin./Receptionist 1 day per week (every Wednesday) and for their annual leave, etc.
- Support payroll by collating timesheets of night staff and part time counsellors together with the weekend rota and prepare a summary of actual hours worked.
- Ensure accurate and timely production of reports aligned with budgets and management reporting requirements.
- Any other relevant task as assigned, that support the business to deliver its' Vision and Mission.

## REQUIREMENTS/QUALIFICATIONS FOR THE POSITION

### **Essential Requirements:**

- The successful candidate will be based on site at Bushypark Addiction Treatment Centre. Hybrid/remote working is not applicable to this role.
- Fully qualified – Accounting Technician Diploma from Accounting Technicians Ireland (formerly known as IATI) or equivalent.
- Minimum of 1 year's post qualification relevant (paid) employment experience.
- Must be capable of operating effectively in a fast-paced team environment with ability to prioritise and multi-task effectively.
- Experience using accounts packages e.g. SAGE 50, will be a distinct advantage although not essential.
- Excellent IT skills required to support the business at Bushypark and its further development,
- Maintain principles of strict confidentiality on all aspects of your work.
- Be familiar with the principles of Data Protection/GDPR and adhere to those principles in your work.
- Strong knowledge/use of Microsoft Excel, Word and MS Outlook.
- Must be self-motivated with excellent attention to detail and organisational skills.
- Ability to work on own initiative and as part of a team.
- Well-developed communication skills (verbal & written) with the ability to communicate effectively with clients and non-accounting personnel across the organisation.
- To be flexible and adaptable in one's approach to work – a "can do" attitude.



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- To attend relevant Operational & Finance, Staff and inter-departmental meetings as relevant.
- To undertake any other duties as assigned.
- A positive 'fit to work' medical.
- A positive Garda vetting disclosure through Clarecare.
- Full driving licence with a commitment to use your car for work purposes and to indemnify Clarecare in respect of this
- Two positive written references from your current and most recent employer(s).

## **Desirable:**

- A knowledge of the philosophy and ethos of Clarecare.

**GROSS SALARY PER ANNUM: Available upon request from HR on 086 – 4161520.**

## **Employee Benefits include:**

- 35 hour working week (net of breaks).
- Complimentary parking.
- Excellent annual leave allowance – 26 days per full leave year (Jan-Dec inclusive).
- Sick Leave Pay Scheme.
- Defined Contribution Pension Scheme Membership upon successful completion of probation.
- Opportunities for further development and career progression.
- Employee Assistance Programme (EAP) Services for you and your family via VHI.
- Health & Wellbeing Programme Initiatives.
- Payroll deduction facility for Hospital Plan cover.

NOTE: The above list of duties is not exclusive or exhaustive. Unforeseen policy changes or emerging needs may create new and different demands on the position. The post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.