

Mountview Family Resource Centre: Finance Administrator (Part Time) (<https://www.activelink.ie/node/116212>)



11 Whitechapel Crescent, Blanchardstown, Dublin 15,
D15 R6FX Tel: 018206171 (tel:018206171)

Job Title: Finance Administrator Part time

Job Purpose:

The Management of the finance function of the organisation and will report to the Manager and the board of management.

Finance

- Operate and maintain the organisation's financial management software system, support the management of the organisation's bank accounts and use of the online banking system.
- Process payments, income, and expenditure, in line with Mountview FRC's Financial Procedures Manual.
- Support the development of the organisation's financial management accounts and statements in accordance with FRS102 and SORP2015 and other best practices as relevant.
- Prepare budgets, multi-annual forecasts and other financial reports as required.
- Support programme managers in respect of budget monitoring and management, financial reporting to funders and funding applications.
- Support the implementation and promote compliance with the organisation's financial policies and procedures.
- Support the Board, Finance sub-committee, Company Secretary, and Treasurer to coordinate the production of board reports, including standard and customised financial reports, and attend board and finance sub-committee meetings with financial reporting as required.
- Support the Manager and Family Support Team to ensure Mountview FRC's financial compliance with funder requirements and attend funder meetings as required.
- Liaise with the appointed external financial audit service to ensure annual financial accounts are generated and annual financial statements are completed and support their integration into the Mountview FRC Annual Report.
- Proactively advise the Board of directors and the manager of any financial risks to the company.
- Proactively plan for funder audits and respond to funder audit reports in a timely manner.

Other

- Act in accordance with the objectives and ethos of Mountview FRC.
- Participate in regular supervision with your line manager.
- Participate in team and staff meetings, service reviews/evaluations and contribute to the development of policy and practice within the organisation.
- Support the staff team in the organisation with member events and community development events.
- Report any area of concern to your line manager in a timely manner.
- Work outside of normal work hours may be required on an occasional basis.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- Be vigilant to any health and safety risks and bring any concerns to your line manager.
- Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- Undertake other duties as may be reasonably required from time-to-time.
- Ensure best practices and best rates regarding the maintenance of the house
- Annual review of utility bills and suppliers for competitive rates
- Source personnel for maintenance services

Person Specification

Experience and Knowledge

Essential

- Have a recognised Accountancy qualification.
- Experience of managing accounts is essential.
- Experienced user of accounting software packages.
- Have experience of managing multiple funding streams and reporting to funders and dealing with funder audits and queries.
- Have excellent IT skills and knowledge of computer packages including excel, outlook and PowerPoint.
- Knowledge and experience of using payroll and ROS.
- Proven experience of preparing accounts and preparation of annual audit file.
- Proven experience of liaising with the Company Auditor and ensure annual accounts are prepared to SORP Charities Audit Standard.

Desirable

- A good understanding of the financial requirements of state funders.
- Experience in the not-for-profit sector paid or voluntary.
- Providing Financial Reports to a Voluntary Board of Management.
- An understanding of the work of Family Resource Centres (FRC).
- Understanding of working with voluntary boards of management.

Skills, Competencies and Aptitudes

- Financial planning, budget/forecast skills.
- Good written and verbal communication skills.
- Financial risk awareness, identification, management, and mitigation.
- Leadership skills.

Personal Attributes

- Positive, consistent, thorough, and accurate.
- An ability to provide a supportive and empathic response to the staff and Voluntary Boards of Management of Family Resource Centres regarding financial returns and other related queries.
- Committed, driven and hard working.
- Ability to prioritize competing demands and to meet deadlines.
- Strong team player as well as ability to work on own initiative.
- Open to supporting service users when need arises
- Ability to communicate with funders and service users.
- Interested in working in a community setting where it is essential to be adaptable to the overall needs of the project

Location: Office base is: Mountview Family Resource Centre, 11 Whitechapel crescent, Blanchardstown, Dublin 15 D15 R6FX

Reporting to: Manager

Terms:

This is a part-time position (17.5 hours) subject to annual funding from TUSLA 10% pension contribution is awarded after a successful probationary period. The contract is subject to a 6-month probationary period. Increments will be awarded subject to annual performance appraisal and subject to adequate and sustainable funding. Remuneration is based on experience, knowledge and qualifications.

Annual Leave: 24 days pro rata

Applications:

A letter of application, along with a CV should be posted or emailed to margaret@mountviewfrc.ie (<mailto:margaret@mountviewfrc.ie>)

The deadline for receipt of applications is Tuesday 1st July, 2025 @12 noon.

Interviews are scheduled to take place on: Week of 7th July



Comhairle Contae
Fhine Gall
Fingal County
Council



Region

Blanchardstown, Dublin 15

Date Entered/Updated

16th Jun, 2025

Expiry Date

1st Jul, 2025

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