

## **Roscommon LEADER Partnership: Administrator (Full Time)** **(<https://www.activelink.ie/node/116526>)**



**Invites applicants for the position of**

### **Full-time Administrator**

**Background:** Roscommon LEADER Partnership (RLP) is an integrated local development company working throughout County Roscommon. We deliver a range of programmes on behalf of Government department and agencies.

**Role Overview:** This role of Administrator has responsibility for preparing returns and complying with Roscommon LEADER Partnerships and our funder procedures including SAGE, Budgeting, payroll, public procurement and the purchase order system.

**Employer:** Roscommon LEADER Partnership CLG

**Job Title:** Administrator

**Hours:** 35 hours per week

**Contract:** Indefinite Duration

**Location:** Based in the Head Office in Roscommon Town

**Salary:** Salary negotiable

**Reporting to:** CFO, CEO, and the Board of RIDC

### **Key Responsibilities:**

**Outlined below are the key responsibilities for this role:**

- Overseeing contract requirements are being fulfilled for assigned programmes
- Assisting the Finance Officer
- Administer and monitor the financial system in place in order to ensure that the finances of relevant programmes are maintained in an accurate and timely manner
- Maintain Internal Financial Procedures as directed by the Manager
- Assist the Manager with preparation of the budgets and implement financial policies and procedures as outlined by the Manager
- Consult with the Manager and Accountant and prepare end of year returns and all the information for the Audited Accounts
- Prepare and reconcile general bank statement
- Establish and maintain supplier accounts
- Ensure relevant data is entered into the accounting system
- Prepare income statements and balance sheets
- Assist with the preparation of annual accounts & maintain financial files
- Oversee the accounts payable & accounts receivable systems to ensure complete and accurate records of all moneys and reconcile both figures
- Administer employee files and records in order to ensure accuracy
- Administer aspects of payroll

- Manage the filing, storage and security of documents
- Report any defects in computer and office equipment to manager
- Maintain all insurance coverage's
- Work in accordance with all relevant Procedures Manual and H&S Manual
- Attendance of any training course required by management
- Promote the Service where possible with a view to its development and sustainability going forward
- Banking: lodgments/ form filling at the bank
- Obtaining required signature
- Using funders ICT Systems as required
- Undertake any other duties as required in order to keep the facility running smoothly
- Confidentiality to be maintained at all times
- Provide cover as required for staff across the Service
- Carry out duties in accordance with the agreed policies& procedures of RLP
- Ad Hoc duties

## Essential Skills & Experience Required:

- Proficiency in SAGE, Payroll, and Microsoft Excel is essential
- 1–2 years of experience in a similar administrative or finance-related role
- Advanced Excel skills are required; candidates may be asked to demonstrate their capabilities
- Strong computer literacy, including experience with Microsoft Office Suite and database systems
- Excellent organizational and time management abilities, with a proven capacity to handle multiple priorities effectively
- Excellent written and verbal communication skills
- Meticulous attention to detail and a commitment to delivering high levels of accuracy
- Collaborative mindset, with the ability to work efficiently within a team environment
- Adaptability and flexibility to respond to evolving work demands and priorities

## To apply:

- Submit your CV and Cover Letter by email to [recruitment@ridc.ie](mailto:recruitment@ridc.ie) (<mailto:recruitment@ridc.ie>)
- Closing date: **4th of July 2025**

Short listing will apply. A panel may be formed from which future vacancies may be filled

The position is subject to the completion of a satisfactory Garda Vetting process

All the posts are subject to ongoing funding

Roscommon LEADER Partnership is an Equal Opportunity Employer

### NOTE

***This job description and list of duties is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of Roscommon Integrated Development CLG's operations and needs of the services.***



### Region

Roscommon Town

### Date Entered/Updated

30th Jun, 2025

### Expiry Date

4th Jul, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/116526-roscommon-leader-partnership-administrator-full-time>