

Job Description – Office and Financial Administrator

Full Time: 35 working hours per week – Salary: E35’500.00 per annum

- The successful candidate will be assigned to work at RJS Offices in Marshalsea Court, Dublin 8. There is the possibility of occasional remote working.
- The working week will consist of 35 hours, these hours will be worked on a flexible basis, as set out by the Manager and Board of Directors

Responsibilities of Office and Financial Administrator

Finance and Governance

- Run fortnightly payroll using Sage Payroll
- Upload of payroll data to Revenue via ROS
- Payments of invoices, updating accounts using Sage 50
- Bank reconciliation, producing and presenting monthly income and expenditure and financial reports to the board. Ensuring accuracy in all accounts entries
- Preparation of annual budgets and projections in line with the requirements of Funding Agency
- Liaising with the auditor and preparing material for accounts for yearly audit
- Preparation and submission of quarter financial reports to funder
- Ensuring regulatory /governance requirements - company documentation is updated with CRO / CRA
- Responsible for ensuring compliance with Data Protection and GDPR
- Submit monthly pension and benefit data to service providers
- Assist with annual funding submission
- Maintaining fixed assets register

Administration

- Primarily responsible for the day to day management of reception and front office
- Daily interaction with service users and partners and stakeholders
- Provide administrative support to Manager, Case Workers and Volunteers as required including coordination of appointments and meetings
- Supervise and support the administrative assistant
- Receiving referrals from the courts and generation of case files
- Maintaining ongoing record of case progression, court return date and court outcomes
- Recording statistical information and prepare monthly service report
- Updating website as required using WordPress
- Setting up email and Microsoft office accountants as required
- General administrative and reception duties, including ordering and maintaining office supplies and equipment, liaising with building management and maintenance
- Assist / attend relevant conferences and seminars as requested
- Assist in all aspects of the work of RJS as required and carry out all other duties as determined by the Manager and Board of Directors
- Key responsibilities may evolve and change over time as may the location of the RJS head office

Restorative Justice Services - Office and Financial Administrator

Person Specification

The post is a senior position within the organisation and entails a significant amount of responsibility across a range of disciplines. The successful candidate will have a minimum of 3 – 5 years relevant and verifiable work experience with detailed knowledge and understanding of financial systems and regulatory governance.

Essential

- Respect for self and others at all times
- Minimum level ATI Qualification or equivalent
- Strong Microsoft office experience
- Payroll and Accounts package experience
- Excellent IT Skills
- Excellent and demonstrable organisational skills
- Possess a high level of skill in building effective relationships
- Excellent communication skills, both verbal and written
- Flexibility and ability to multi task
- The ability to liaise with agencies and organisations across all sectors
- The capacity to work on their own initiative and / or under supervision
- An understanding of the importance and implications of working as part of a team

Desirable

- An understanding and appreciation of Restorative Justice
- Experience of working in the voluntary / community sector