



Merchants Quay Ireland
Homeless & Drugs Services

Job Title: Finance & IT Office Administrator

Reports to: Finance Manager

The Team:

The Finance Department provides a range of financial services in support of MQI's primary mission. It is led by the Head of Finance & IT and supported by the Finance Manager, Assistant Accountant, Payroll Administrator, Accounts Payable Administrator, Accounts Officer and Fundraising Administrator.

Job Purpose:

The main purpose of this role will be to manage the admin for MQI's IT and also day-to-day finance office admin tasks.

Key Responsibilities:

IT Admin

- Administrative process around IT equipment for staff joining and leaving MQI (Laptops, Phones etc) ensuring tight controls are kept
- IT Asset Management & Audit with IT Contractor
- MQI Mandatory training audits and engaging with staff in respect of non-compliance
- Management of IT distribution groups on Outlook ensuring staff are added/removed as required
- Management of MQI phone listing and updating as required
- MQI phone contract management
- Work with HR to ensure IT new starter and Leaver forms are completed correctly for submission to our IT contractor and the IT system users are always up to date.

Finance

- Responsible for all Finance PO's
- Opening & scanning of finance post and sending on to relevant person
- Responsible for reviewing all MQI's stationery orders and getting the best value before orders are approved
- Provide assistance to the Procurement Manager with Tender Admin

- Provide cover when required for the Fundraising Admin
- General office admin within Head Office location

Training

- 2 years relevant experience at a level compatible with the requirements of this role
- Advanced knowledge of Microsoft Office, with enhanced skills in Excel

Skills & Knowledge

- Have the ability to work on own initiative, prioritise and manage a number of tasks simultaneously
- Strong written & verbal skills
- Self-motivated with strong time management skills
- Attention to detail and the ability to work under pressure
- Interpersonal skills with experience of interacting at all levels of the organisation
- Clear and positive communications skills alongside a team-orientated attitude
- A formal IT qualification is not needed for this role, however an interest in IT would be preferable

As this is a new job description management reserve the right to amend/change this document

Due to the hands-on nature of this post, it will be largely office based.