

Role Profile

Title: Programme & Finance Officer

**Salary:** Local AuthorityGrade 4 (pro rata)

**Annual Leave:** 24 days (pro rata)

**Location:** Carlow County Childcare Committee offices, Enterprise House, O’Brien Road, Carlow

**Hours of work: Permanent Part time Contract for min 20 hrs per week.** From time to time the organisation may require you to be more flexible to meet the needs of the business. You may also be required to work evenings/weekends depending on the requirements of your work and at the discretion of management.

**The Organisation:**

Carlow County Childcare Committee (CCCC) CLG was established in May 2001 as a key component of the Government’s co-coordinated strategy to develop quality childcare in Ireland. Carlow CCC provides support & advice to the Early Learning & Care (ELC) and School Age sectors (SAC) in Co. Carlow and works under an annual Statement of Work as agreed by the Department of Children, Equality, Disability, Integration & Youth (DCEDIY). CCCC is a not-for-profit organisation governed by a voluntary Board of Directors. CCCC report to DCEDIY and POBAL, are registered with the Charities Regulator Authority (CRA) and submit returns to the CRA and Companies Registration Office (CRO).

**Purpose and Scope of the position:**

The Programme & Finance Officer is the first point of contact for all incoming calls and is responsible for

* the efficient and effective delivery of information and advice on DCEDIY funding programmes and grants to the ELC & SAC sector in Co. Carlow
* administration of grants for Carlow CCC
* internal CCCC financial administration, controls, policies, compliance and reporting
* organising, supervising and co-ordinating office operations and procedures to ensure organisational effectiveness & efficiency

**Reporting:** The Programme & Finance Officer reports to the CCCC Manager.

**Professional Qualifications:** The successful candidate will have completed an IATI qualification (or equivalent) and/or a qualification in Early Years Education and/or School Age Childcare. (minimum QQI level 6).

**Knowledge and Experience**

* Have a minimum 3 years relevant experience working in in an office environment specifically in financial/funding programme administration.
* Working knowledge of Sage Payroll and Microsoft Office 365
* Hold an IATI qualification (or equivalent) and/or a qualification in Early Years Education and/or School Age Childcare at minimum QQI level 6.
* Experience in office administration/management
* Ability to maintain a high level of accuracy
* Ability to navigate social media platforms
* Experience working on online platforms such as Microsoft Teams

# Essential Criteria:

## Highly motivated and committed to working as part of a team as well as on own initiative.

## Excellent interpersonal and communication skills both written and verbal with the ability to engage on an individual and group basis.

## Excellent organisational skills, attention to detail and ability to solve problems.

## Excellent IT and administrative skills, including experience in report writing and use of Microsoft 365 including Word and Excel applications.

* Have a full clean driving licence.

**Desirable:**

## Experience of working with the ELC & SAC sector and a good understanding of the policy context of the sector.

## Experience working in the not for profit sector and knowledge of the requirements under the Charities Act 2009 and the Companies Act 2014

## Experience in the development and/or delivery of training/workshops

## Skills & Competencies required:

## Ability to demonstrate the following;

## Excellent interpersonal skills

## Excellent communication skills, both written and verbal

## Team building and collaboration

## Analytical and problem solving skills

## Attention to detail

## Effective planning and organisational skills

## Decision making skills and initiative

## Time and project management skills

**Personal Attributes:**

Ability to ensure strict confidentiality in performing the duties of the position, along with the following personal attributes;

* Be honest and trustworthy
* Be respectful
* Be flexible/adaptable
* Be motivated and enthusiastic
* Demonstrate a strong work ethic
* Have a strong cultural awareness and sensitivity

**The Role**

The Programme & Finance Officer will be employed by Carlow Childcare Committee. The responsibilities of the role include but are not limited to:

**Bookkeeping & Financial Management**

* Manage, prepare and submit of financial returns to Pobal
* Monitor all income and expenditure through financial reporting and submit reports to the CCCC Manager for board meetings
* Prepare monthly bank reconciliations
* Maintain and monitor office administration
* Maintain and monitor Carlow CCC programme budgets
* Manage process for incoming invoices/payments and ensure payment of same in a timely manner
* Maintain and process company payroll on a monthly basis using Sage software including deductions and all other payroll functions.
* Conduct and manage online banking
* Conduct and manage online revenue payments through ROS.ie
* Manage the company’s banking requirements and maintain compliance with best practice in this regard for example bank mandates
* Ensure the integrity of the annual financial statements by ensuring that they provide a true and fair view of the CCCC’s affairs
* Ensure compliance for financial audits and Pobal/DCEDIY verification visits
* Ensure best practices in procurement
* Ensuring tax clearance is up to date
* Maintain and edit the financial procedures of the company following approval by the Board of Directors
* Maintain Petty cash
* Ensure the Fixed assets register is up to date.
* Maintain and update the company reserves file
* Liaise with the company auditor when requested
* Prepare the books of accounts for the auditor for the Annual Financial Statements.
* Support the CCCC Manager with the annual AGM.
* Be cognisant of circular 2014/13 and its implications on the work of Carlow CCC.
* Support the CCCC Manager with all returns to the Charity Regulator.
* Administration and payment of company pension and liaison with external pension provider
* Management of company insurance policies
* Ensuring all hard & soft copy filing is complete and ready for verification.

**Human Resources**

* Management and payment of staff travel and subsistence and associated policies.
* Attending conferences/training as required
* Support CCCC Manager in the efficient daily management of the CCCC office.
* Ensuring all company policies are adhered to such as Confidentiality, Health and Safety, GDPR, Child Safeguarding etc
* Record annual leave for all staff.

**Government Funds & Programmes**

* To support (phone & email) Early Learning & Care and School Age providers in the ongoing implementation and administration of the National Childcare Programmes
* Assist the distribution and monitoring of any grant funding e.g. P&T Grants, Learner Fund and CMDG Grants etc.
* Assist Early Learning & Care and School Age providers with all Platforms where possible e.g. The Hive
* Signpost the ELC & SAC services appropriately for support regarding childcare programmes
* Assist relevant stakeholders with the application and submission of funding proposals to POBAL and the DCEDIY
* Support for other projects and events as they arise within the annual Statement of Work.

**Information Provision**

* To promote and support quality and best practice in all aspects of Early Learning & Care and School Age childcare service provision
* To provide information, support and advice to the local early years sector and parents in Co. Carlow
* To gather and support dissemination of information and learning countywide through mechanisms such as the website, e-zines and social media
* To gather data as requested
* To administer and promote training events for Carlow CCC e.g. manage bookings
* To promote the work of Carlow CCC on social media platforms such as Facebook

**Other**

* Liaise with the IT and Phone suppliers and troubleshoot when necessary
* Provide admin support to Carlow CCC staff team when required
* Manage and record all post incoming and outgoing
* Carrying out other tasks as may be required from time to time under the direction of the Manager

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