

JOB DESCRIPTION / PERSON SPECIFICATION

POST:	Finance Officer
LOCATION:	The Carraig Centre, Old Quarter, Ballincollig, P31 PV20
RESPONSIBLE TO:	Parish Administrator
WORKING HOURS:	14 hours per week (to be reviewed after 6 months). There is flexibility around how these hours are worked.
SALARY:	€14.00 -16 per hour (depending on experience) Employer contribution of 5% to a PRSA
ANNUAL LEAVE:	23 days annual leave, plus Good Friday and statutory Irish public holidays, per annum on a pro-rata basis.
ESSENTIAL CRITERIA:	Eligible candidates must: - <ul style="list-style-type: none">(i) have a relevant professional qualification or proven experience related to financial systems(ii) have a high level of IT literacy(iii) have experience of using a financial software package(iv) have at least 3 years' experience in an environment requiring tact, judgement and discretion in handling confidential information
DESIRABLE CRITERIA:	Eligible candidates ideally have: <ul style="list-style-type: none">(i) have experience of the Quickbooks financial package(ii) have experience of using Microsoft Office suite
PERFORMANCE:	The successful candidate will be required to complete a six-month probationary period.
KEY PURPOSE:	The key purpose of the post is to ensure that the financial records of Carrigrohane Union of

Parishes (CUP) and The Carraig Parish and Community Centre CLG (TCC) are maintained

RESPONSIBILITIES: These will mainly fall into the following categories:

- (i) Financial administration, including maintaining financial books for CUP & TCC
- (ii) Preparing financial reports for the Treasurers of CUP & TCC
- (iii) Preparing financial books for annual audit

RELATIONSHIPS: The person will be expected to work closely with the following:

- (1) The Rector & Associate Minister of CUP
- (2) The TCC Community Leader and Pioneer Evangelist
- (3) Other administrative staff
- (4) Honorary Parish Treasurer (CUP) and TCC Treasurer

KEY DUTIES

Financial Administration

1. Processing of financial transactions on the Financial Systems (Quickbooks & Legacy Omega System) and the preparation of monthly bank reconciliation statements, including the allocation of all receipts and payments to the relevant nominal ledger codes.
2. Support the CUP and TCC Treasurers in completing the period-end accounts close off procedure, quarterly financial reports and end-of-year accounts file for the auditor.
3. Completion of all cash counting and relevant reporting.
4. Administration of the stewardship envelope system.
5. Administration of all bank accounts including online banking for the Parish and TCC.
6. Payment of bills, utilities, suppliers, etc.
7. Processing of payroll and payments including revenue taxes.
8. Processing of VAT and tax relief claims with Revenue Commissioners.
9. Providing financial reports to the Select Vestry, TCC Board and staff as required.

General Administration

1. Providing occasional administrative support to the staff of CUP and TCC in conjunction with other admin staff.
2. To assist the Parish Administrator in ensuring all data is processed in line with the Parish's legal obligations under GDPR.
3. Ensure backup of all Parish and TCC financial data is done on a regular basis and that backups are kept in a secure location.

Other Duties

1. Attend meetings as required
2. All such duties necessary to fulfil the requirements of the post.

SKILLS AND PERSONAL CHARACTERISTICS

Skills

1. Experience in dealing with the general public in a welcoming and efficient manner.
2. Excellent financial and organisational skills, including the ability to multi-task and organise others.
3. Excellent oral and written communication skills.
4. Ability to work under pressure and be flexible as part of a small team.
5. Attention to detail and deadlines.
6. Ability to filter information and assess priorities.
7. Ability to develop and maintain good working relationships at all levels.
8. Ability to prioritise and manage own workload amid conflicting demands and busy work periods.
9. Ability to think ahead and anticipate needs before they arise.
10. Ability to exercise discretion in dealing with confidential or sensitive matters.
11. Confident and able to work on own initiative and with limited supervision, and adopt a common sense approach at all times.

Personal characteristics

1. Membership of any church or denomination is not a requirement for this post however the successful applicant will be a person who is comfortable with working in an environment where the expression of the Christian faith through prayer and worship are central to the operation of all aspects of the life of both CUP and TCC as found within the Church of Ireland.
2. An ability to work collaboratively with staff and volunteers from diverse backgrounds.
3. A person who understands the importance of confidentiality and is able to deal with sensitive matters in a discreet manner.
4. A welcoming telephone manner.
5. An ability to work flexibly and with discretion according to current priorities.

Safeguarding

All applicants who are called for interview will be required to sign a statement relating to any criminal record or other relevant matters, as required by The Church of Ireland Safeguarding Trust policy, which will then be verified by application for a Vetting disclosure and to engage in the associated training.

Completed applications must be received by e-mail to jobs@cupcork.ie no later than **Friday 26 April at 12.00 noon**.

Interviews will take place the week beginning May 7 2024

Commencement Date as soon as possible.