**Job Description and Person Specification**

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| **Role** | **Finance Administrator** |
| **Company** | **Tolka River Project CLG** |
| **Grade** | **TBC** |
| **Reporting to** | **Service Manager and Board of Management**  |
| **Role Purpose/****Summary** | To provide **Service Excellence** to all our Financial and Administrative duties and obligations. Working as part of a team, the person will be the lead financial administrator providing governance and support to the financial and administration team. The Finance Administrator is responsible for* Financial and general administration support within the Project as a whole.
* Financial reporting & analysis.
* Support to services.
* Stakeholder liaison
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| **Key Responsibility Areas** | **1. Financial and General Administration*** Maintaining records for all transactions, preparing monthly and quarterly financial reports
* Prepare budgets.
* Identifies and addresses account discrepancies.
* Support the delivery of weekly and monthly payroll as needed.
* Input bank payments and bank reconciliations.
* Support the preparation of audit files at year-end, provide information to auditors as required, and periodic internal audits where applicable.
* Reconciliation of Petty Cash
* Revenue Returns.
* Filing and data management.
* Perform any additional duties the Service Manager may assign as this role evolves.
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|  | **2. Support and Services*** Manage administration back-up and support to all aspects of the service.
* Maintain and update all relevant systems.
* Assist in the preparation of reports.
* Review, develop and maintain efficient and effective administrative and information systems.

**3. Monitoring*** Monitor the timeliness and accuracy of all financial data returned by beneficiaries/implementing bodies.
* Operate performance monitoring systems and processes.
* Respond to internal/external queries and information requests, as appropriate.
* Organise and participate where necessary in financial training events and seminars and contribute to the development of financial training support plans.

**4. Other (Generic)*** Any other duties that may be assigned within the general requirements of the role as appropriate for the grade
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| **Role Specific Competencies** | **1. Teamwork*** Has the ability and desire to work cooperatively with others; collaborating and cooperating to get the job done. Provides support to colleagues to help develop a strong and cohesive team ethos.

**2. Attention to Detail*** Is thorough and precise when accomplishing a task showing concern for all aspects of the job; developing detailed plans; accurately checking processes and tasks and maintaining watchfulness over a period of time.

**3. Building & Maintaining Relationships*** Builds and maintains relationships with all colleagues and Service Providers. Interacts with others in a manner that builds respect and fosters trust.

**4**. **Problem Solving & Decision Making*** Takes ownership and responsibility for resolving issues.

**5**. **Communication Skills*** Excellent communication skills that incorporate empathy, listening & understanding, while processing the ability to be confident, calm, and assertive in a respectful and clear manner
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| **Required****Experience** | **1. Personal Attributes*** Ability to develop professional relationships with Service Providers and colleagues to achieve success.
* A structured and organised approach with the ability to prioritise and manage their workload.
* Demonstrate a flexible and adaptable approach to their work in a fast fast-paced demanding environment.
* Experience in operating consistently in a changing environment at an optimal level.
* Approaches their work in a professional, friendly, and courteous manner.
* Is confident and approachable while processing the ability to be assertive as required
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|  | * Enthusiastic, pragmatic and motivated in their approach with a “Can Do” attitude.

**2. Professional Experience*** Financial accounts/payroll and/or administration work experience & knowledge
* Strong organisational skills
* An understanding of the operation of databases
* Capacity to review the work of colleagues.
* Proficient using account software and other IT applications, including QuickBooks, Collsoft, Excel, Word and PowerPoint are required

**3. Qualifications*** Relevant third-level qualification (e.g. Certificate, Diploma) or accounting technician / recognised finance qualification equivalent or relevant experience in a financial role is essential.

**4. Other relevant information*** Knowledge of workings of community/voluntary/public sector
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| **Terms &****Conditions of Employment** | 1. **Salary**
* Based on experience
1. **Duration of Contract**
* This fixed-term contract is 12 months in duration and renewal is subject to continuance of funding.
1. **Probation**
* A probationary period of six months will apply.
1. **Annual Leave**
* Annual leave will be on a pro-rata basis.
1. **Travel & Subsistence**
* Travel and subsistence will be paid at public sector rates.
1. **Location of the position**
* The successful candidate will be located at the Tolka River Project, Mulhuddart, Dublin 15.
* Once in situ, Hybrid will be considered.
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| **Selection Process** | Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description and person specification. |
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