**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 |
| **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 |
| **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 |
| **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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