



Job Description

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| Job Title: | Part Time Finance Administrator Grade III |
| Location(s): | Dublin 12 |
| Responsible To: | Head of Finance Department |
| Works With: | Finance Team, Relevant Internal and External Contacts |
| Hours: | 20.25 hours per week minimum (Option to work 3 full days per week or 5 mornings per week) |
| Contract Type: | Fixed Term; 6 month contract |
| Annual Leave: | 20 days per annum (pro-rated) |

ABOUT FORÓIGE

Foróige is an independent, non-profit national voluntary youth organisation engaged in out-of-school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development and the development of society. Foróige employs over 400 staff and involves thousands of volunteers in the creation and delivery of high quality services to young people through the operation of over 600 Foróige Clubs, the Big Brother Big Sister Programme and over 140 General Youth Services and Special Projects. These community-based and community-supported initiatives are run throughout the country, in rural and urban environments, and generally in partnership with various voluntary and statutory agencies. The organisation is a registered charity and is supported by a combination of statutory, philanthropic and corporate funding. Foróige is an equal opportunity employer and is committed to a policy of Equality of Opportunity in its employment practices.

ROLE INFORMATION

This role will offer the candidate a truly rewarding opportunity to contribute to the Finance Function in a National Organisation and to further develop their own career. The successful candidate will be employed by Foróige and will be given a temporary contract of employment for a fixed term of 6 months. It must be understood however, that if the position becomes redundant at any time during the period of the contract or if the funding for the post is discontinued or a post holder fails to perform satisfactorily, employment may be terminated.

KEY RESPONSIBILITIES

The duties of the Part Time Finance Administrator Grade III in carrying out any functions, which may be involved in or arise out of the appointment, shall be as notified by the board of Foróige and/or its Chief Executive from time to time. These duties will include:

- Inputting purchase invoices in the Agresso system.
- Handling and processing of purchase orders set up and approval queries on the Finance system: Agresso.
- Proofing supplier payment transactions.
- Identifying and processing urgent payments.
- Set up of new suppliers, posting staff expenses and dealing with staff expenses queries.
- Receipt of cash and cheques received in Head Office.
- Update of income records and preparation of lodgements.
- Any such other relevant duties as may be required.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE (E) = Essential, (D) = Desirable

- Relevant qualification in Finance. **(E)**
- Minimum 1 year relevant experience working in a Finance Department **(E)**
- Proficient in data entry **(E)**
- Experience handling queries and processing information for management and staff within a large organisation **(E)**
- Previous use of Agresso system **(D)**

PERSON SPECIFICATION (all Essential requirements)

- Excellent standard of accuracy and attention to detail
- Good interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships
- Ability to be proactive, use own initiative and work effectively within a pressurised environment
- Positive and flexible approach to working as part of a team
- Good written communication skills, including ability to prepare budget and financial reporting information and correspondence.

REQUIREMENTS OF ALL FORÓIGE STAFF (all Essential requirements)

- Commitment to the purpose of Foróige and to work within the values, policies and procedures of the organisation
- To act consistently in a professional manner at all times
- To participate in regular supervision with your line manager
- Flexibility in relation to hours of work to meet the needs of the work. Work during unsocial hours may be required.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role
- To undertake other duties as may be requested by Chief Executive Officer of Foróige or their nominee from time to time

ADDITIONAL CONSIDERATIONS FOR THE ROLE

- Funding:** It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.
- Medical:** The successful candidate will be required to complete a medical questionnaire / undergo a pre-employment medical.
- Garda vetting:** As our work involves contact with young people, candidates under consideration for employment in Foróige will be subject to Garda vetting.
- References:** The successful candidate will undergo 2 reference checks before commencing employment with Foróige.
- Annual Leave:** The Part Time Finance Administrator Grade III will be entitled to 20 days annual leave pro rata plus public holidays. The needs of the job must be considered when applying to take this leave.
- Hours of work:** The Part Time Finance Administrator Grade III will be expected to work a minimum of 20.25 hours per week. The option to work these hours over 5 mornings per week (Mon – Fri inc.) or 3 full days per week is available.
- Salary:** The salary figure for this post will be €23,060 gross pro rata per annum.
- Base:** The successful candidate will be based in the Foróige Office, Block 12D, Joyce Way, Park West, Dublin 12.
- Applications:** Applications should be made by way of C.V. and covering letter and can be emailed to hr@foroige.ie or by post to The Human Resources Department, Foróige Head Office, Block 12D, Joyce Way, Park West, Dublin 12.
- Closing date:** The deadline for submitting applications for this role is strictly **5.00pm THURSDAY 2nd NOVEMBER 2017.**

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