

## **Monaghan Integrated Development: Assistant Administrator Support Officer (<https://www.activelink.ie/node/109076>)**



*Supporting growth and opportunity*

**Applications are invited for the position of:**

### **Assistant Administrator Support Officer**

#### **The Position:**

Monaghan Integrated Development is a dynamic Local Development Company delivering a range of programmes which aim to make a positive difference in the lives of individuals and communities in county Monaghan. Our work recognises the interdependence of economic, social and cultural issues in working for sustainable and inclusive growth and social cohesion. The successful candidate will join the Administration Team which plays a central role in the delivery of our objectives. As part of this team you will have the opportunity to contribute your ideas and to further develop your skill in the area of administration and local development.

**Location:** Castleblayney

**Reporting to:** Financial Administrator Team Leader

**Duration:** Full time – Fixed Term Contract up to December 2028

**Job Function:** Provide day-to-day support to the Finance and Administration Team.

#### **The Role:**

- Processing Invoices for payments and assist in the processing of payment runs
- Support Monthly payroll
- Inputting of transactions to Accounts package
- Updating of Financial spreadsheets
- Assist with the preparation of Management Accounts
- Assist in the preparation of accounts for external audit
- Assist with procurement and Tax Compliance of Suppliers
- Assist with internal recharges and apportionments
- Compliance approval of Travel and Subsistence claims before payment
- Monitoring and review of internal project files to ensure compliance
- Assist with Health and Safety Compliance
- Assist in other financial and administration tasks as required

#### **The successful person should:**

- Strong Numerical skills
- Good attention to detail in approach to work quality
- Flexible and adaptable in providing organisational support where required
- Knowledge and experience of Accounting and payroll Packages
- Excellent interpersonal and communication skills
- Proficient in MS Excel, Word, Outlook and Microsoft Office applications
- Good organisational & time management skills, ability to prioritise workload meet deadlines

**Remuneration:** Starting Salary on offer is €32,000 subject experience and qualifications.

Interviews will be competency based and shortlisting will apply on the basis of information provided in your CV / application. A panel may be formed from which future candidates may be drawn.

## To apply for the position:

Please forward your Curriculum Vitae and cover letter to [info@midl.ie](mailto:info@midl.ie) (<mailto:info@midl.ie>) by **closing date 4:00pm Friday the 28th June 2024. Interviews will be held on Monday the 15th July 2024**

The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Government of Ireland, through the Department of Rural and Community Development, and the European Union. It is overseen locally by Monaghan Local Community Development Committee (LCDC) with support from Monaghan County Council.

Tá an Clár um Chuimsiú Sóisialta agus Gníomhachtú Pobail (SICAP) cómhaoinithe ag Rialtas na hÉireann, tríd an Roinn Forbartha Tuaithe agus Pobail, agus ag an Aontas Eorpach trí Chiste Sóisialta na hEorpa Plus. Tá sé á mhaoirsiú go háitiúil ag Coiste Forbhartha Pobail Áitiúil (CFPÁ) Mhuineacháin le tacaíocht ó Comhairle Chontae Mhuineacháin.



### Region

Castleblayney, Co Monaghan

### Date Entered/Updated

20th Jun, 2024

### Expiry Date

28th Jun, 2024

---

**Source URL:** <https://www.activelink.ie/vacancies/community/109076-monaghan-integrated-development-assistant-administrator-support-officer>