

Northside Security Services: Administrator **(<https://www.activelink.ie/node/109119>)**



Applications are invited for the position of

Administrator

This role will suit an individual with payroll, financial and administrative experience with excellent communication skills and strong attention to detail.

The Organisation

Established by the Coolock Development Council CLG, Northside Security Services CLG is a Social Enterprise, funded by Pobal Community Services program.

Job Description

Reporting to the Manager of Northside Security Services, the Administrator will undertake the following key responsibilities

Payroll

1. Manage the payroll procedures and process payroll on Sage payroll software
2. Ensure timesheets are accurate
3. Maintain accurate staff and payroll records.
4. Ensure timely and accurate reporting to Revenue including wages, payroll taxes and enhanced reporting requirements
5. Ensure compliance with relevant payroll tax regulations.

Accounts payable and Receivable

1. Oversee accounts payable and receivable, ensuring accurate and timely processing of invoices and payments (QuickBooks Account software)
2. Maintain an up-to-date creditors ledger reconciled to creditors control account.
3. Process all income and expenditure in accounting system.

Financial

1. Reconcile monthly bank statements and financial transactions for all accounts
2. Assisting with the preparation of end of year accounts for Auditors.
3. Ensure accounting system is updated with all transactions accurately and on a timely basis.

Candidate Skills and Experience

1. Strong knowledge of accounting and bookkeeping procedures.
2. Highly numerate and analytical.
3. IT skills should include strong fluency in accountancy software (QuickBooks preferable) and Microsoft Office.
4. Proven track record of working in an administrative capacity.

5. A team player, possess excellent communication skills and can work on your own initiative.
6. Knowledge of (CE) Community Employment project.

Terms and Conditions

This is a full-time position, 39 hours per week, Monday to Friday

A probationary period of 6 months will apply.

Annual leave 21 days per year, excluding public holidays.

Salary: €31,000

**To apply, please send CV and cover letter to ann.odare@coolockdev.ie
(<mailto:ann.odare@coolockdev.ie>)**

Closing date for applications Friday 19th July 2024 at 5pm

Northside Security Services CLG is an equal opportunity employer

Region

Dublin 17

Date Entered/Updated

21st Jun, 2024

Expiry Date

19th Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/community/109119-northside-security-services-administrator>