

Ballyfermot Family Resource Centre: Finance Administrator **(<https://www.activelink.ie/node/110960>)**



FINANCE ADMINISTRATOR

Name of Employer: Ballyfermot Family Resource Centre CLG

Job Title: Finance Administrator

Number of Hours: 20 to 35 hours per week – (Flexible)

Salary: From 35k (Pro-rata) depending on experience

Overall purpose of the job

Ballyfermot Family Resource Centre is seeking to recruit an experienced and resourceful Finance Administrator to join their team. The Finance Administrator will be a member of the Management Team and be responsible for the financial operations of the organisation as well as administration, governance and risk responsibilities.

Key areas of work

Finance & General Administration

- Maintain proper books of accounts, bank statements and reconciliations
- Liaise with wages contractor and updating excel sheets
- Make EFT payments to suppliers
- Invoicing
- Balance and allocate weekly café taking and lodgements
- Prepare monthly financial reports
- Preparation of accounts and all documentation required to supply to auditors for annual audited accounts
- Assist the Centre Manager with all corporate governance compliance
- Assist the Centre Manager with development of internal audit strategies
- Assist the Finance & Audit sub-committee of the Board

Premises:

- Assist the Centre Manager with the management and upkeep of the building
- Engage with contractors regarding repairs and renewals
- Ensure all health and safety regulations and standard operating procedures relating to fire procedures, and alarm maintenance are met

Office Management:

- Maintain the offices supplies and equipment
- Ensure that the office systems are effective and efficient
- Maintain appropriate and accessible records and files

- Assist with counselling service
- Assist with community events in the centre

Required Experience

Personal Attributes

- Ability to develop professional relationships with clients/programme participants and colleagues to achieve success
- A structured and organised approach with the ability to prioritise and manage workload
- Demonstrate a flexible and adaptable approach to their work in fast-paced environment
- Enthusiastic, pragmatic and motivated in their approach with a can-do attitude

Professional Experience

- Over 3 years of financial accounts and administration work experience
- Experience in the use of financial packages (Sage50 would be desirable)
- Strong organisational skills
- Computer literacy in MS packages e.g. Excel, Word and Outlook

How to Apply

Please email your up-to-date CV and a cover letter detailing your suitability for the role to audrey@ballyfermotfrc.com (<mailto:audrey@ballyfermotfrc.com>). For further information please ring 016264147 (tel:016264147) or email Audrey Coyne audrey@ballyfermotfrc.com (<mailto:audrey@ballyfermotfrc.com>).

Closing Date: Open until position is filled

Ballyfermot Family Resource Centre is an equal opportunities employer.

This post is funded by Tusla, the Child and Family Agency.



Region

Dublin 10

Date Entered/Updated

18th Sep, 2024

Expiry Date

9th Oct, 2024

Source URL: <https://www.activelink.ie/vacancies/community/110960-ballyfermot-family-resource-centre-finance-administrator>