

Meath Travellers Workshop: Finance Administrator **(<https://www.activelink.ie/node/111895>)**

Finance Administrator

30 Hours per week

Opening date for Applications: 31.10.24

Closing Date for Applications: Friday 22nd November 2024

Proposed Interview date(s): Week ending 6th December 2024

Contact for Informal Enquiries: Marina Cunningham, Manager Meath Travellers Workshop,
Marina.travellerheritage@gmail.com (<mailto:Marina.travellerheritage@gmail.com>) 085-7583501

Location of Post: Meath Travellers Workshop, Fair Green Navan County Meath

Scope and Purpose of the Post

MTW are seeking to recruit a finance administrator thirty hours per week. This key team member will collaborate closely with the manager of MTW

The main duties and responsibilities will include:

- To oversee monthly Payroll for all staff and revenue as well as responsibility for banking activities.
- To manage all company accounts of MTW and provide a detailed income, expenditure and liabilities summary to the manager.
- Prepare and monitor budgets projections, expenditure and cash flow.
- Prepare accounts to Trial Balance and annual audited accounts and liaise with auditors. Ensure all finances are in line with company policies and accounting practises in conjunction with the Manager
- Provide advice and recommendations on financial procedures and practices, as required.
- Maintain appropriate filing of financial records and ensure proper backup of all files in line with GDPR.
- Complete all financial returns on a quarterly and annual basis as required by funders and Board of Management.
- To keep the CRO returns and charity regulatory requirements up to date.
- Adhere to the company's funding agencies financial policies and procedures. Ensure the Manager is fully informed of all finances through regular meetings and reports
- Carry out any other duties deemed necessary by the manager and the board of MTW

Qualifications, Knowledge & Experience

- A qualification in Accountancy or Finance or equivalent -*Essential*
- Knowledge & experience of SAGE Payroll -*Essential*
- Knowledge & experience of SAGE -*Essential*
- Knowledge of Microsoft Office including Advanced Excel-*Desirable*
- At least 4 years' experience working in a Finance role -*Essential*
- An interest in human rights and social justice and a commitment to work from an anti-racist, non judgmental and equality work perspective- *Essential*
- Provide Financial reports and statements to MTW funders in line with contractual requirements-*Essential*
- Submit financial returns to all appropriate funders e.g -*Essential*
 - Prison Links
 - Tusla
 - Rethink
 - National Traveller Partnership
 - Meath County Council
 - Department of Foreign Affairs

Skills and capacities

- Demonstrated capacity to work on your own initiative and as part of a team -*Essential*
- Ability to work in a busy environment, to meet deadlines and to multi task -*Essential*
- Good Financial and General Administration Skills -*Essential*
- Prepare financial reports to the Board of MTW in line with company reporting policy. Present management accounts at all Board of Directors meetings which include an income and expenditure report and a bank reconciliation - *Essential*
- Good knowledge of the Governness and Charity Regulators Guidelines
- Excellent English both written and spoken - *Essential*
- Reliable, dependable and flexible - *Essential*
- Excellent communication skills and interpersonal skills - *Essential*
- Understanding and commitment to the principles of community development and the Traveller Community -*Desirable*

Note: This position is subject to Garda Vetting and reference checks

HOW TO APPLY:

Please submit a CV and detailed cover letter outlining qualifications, experience and skills specific to the position to the Manager at: Marina.travellerheritage@gmail.com (<mailto:Marina.travellerheritage@gmail.com>)

Closing Date: Friday 22nd of November Interviews to take place week ending 6th December

Applications by e-mail only and by the date and time above. Late applications will not be accepted.

For more information and a full job specification please contact Marina.travellerheritage@gmail.com (<mailto:Marina.travellerheritage@gmail.com>)

Meath Travellers Workshop is an equal opportunities employer

Region

Navan, Co Meath

Date Entered/Updated

31st Oct, 2024

Expiry Date

22nd Nov, 2024

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/111895-meath-travellers-workshop-finance-administrator>