

Kildare Traveller Action: Finance Administrator (Part Time) **(<https://www.activelink.ie/node/112687>)**



Kildare Traveller Action Ltd.

Finance Administrator

Job Description and Person Specification

Established in 1998 Kildare Traveller Action is an independent organisation of Travellers and settled people set up to promote the right of Travellers to self-determination and equality in Irish society. A vibrant and dynamic human rights organisation which currently has 13 members of staff and is multi funded i.e. receives funding from many different government departments. With this in mind KTA is delighted to be seeking a dynamic and skilled person for the post of Finance Administrator to support a busy workplace. It is expected that the Finance Administrator will have the necessary skills to carry out the work as outlined.

Nature of the post

This post will be part-time 21 hours per week.

Salary Commensurate with experience

Direction & Accountability The work of the Financial Administrator will be directed by the KTA manager to whom the post holder will be accountable.

Duties and responsibilities

The Financial Administrator will work closely with the Manager in KTA and the main duties and responsibilities will include:

- To oversee weekly Payroll for all staff and revenue as well as responsibility for banking activities.
- To manage all company accounts of KTA 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.
- General administration duties
- 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. Provide information required to finance sub group monthly meetings
- Carry out any other duties deemed necessary by the manager and the board of KTA.

Person specification

The successful candidate will be someone who has proven capacity of working on their own initiative and to deadlines. They must have empathy with the ethos of the organisation. They will have the following essential and desirable attributes:

Qualifications, Knowledge & Experience

- A qualification in Accountancy or Finance or equivalent. **Essential**
- Knowledge & experience of Payroll Collsoft **Essential**
- Knowledge & experience of SAGE **Essential**
- Knowledge of Microsoft Office including Advanced Excel **Desirable**
- At least 2 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**

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 multitask **Essential**
- Good Financial and General Administration Skills **Essential**
- 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 cover letter outlining qualifications, experience and skills specific to the position to the Manager petra@kildaretravelleraction.ie (<mailto:petra@kildaretravelleraction.ie>)

Closing Date: **10th January 2025 at 5pm**

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

KTA is an equal opportunities employer.

Region

Newbridge, Co Kildare

Date Entered/Updated

16th Dec, 2024

Expiry Date

10th Jan, 2025

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