

Mulhuddart Community Centre: Financial Administrator (Part Time) (<https://www.activelink.ie/node/112730>)



Mulhuddart Community Centre Ltd
Church Road Mulhuddart Dublin D15 R2VF
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CHY no 21102

Mulhuddart Community Centre requires a

Financial Administrator

Mulhuddart Community Centre is a community based facility, serving the needs of Mulhuddart Area through the provision of a broad range of activity based programmes. The project is funded through Pobal, YPSFF& Fingal County Council.

Financial administrator Part Time 26.5 Hours per week

DUTIES:

The Administrator will be required to carry out the following duties and insure confidentiality on all matters in relation to users and general Centre business

Centre Accounts:

- Maintain all of the centres accounts
- Daily management of all accounts receivable and payable (Quickbooks)
- Issue monthly invoices to all clients
- Maintain Debtors and creditors accounts
- Issue receipts and any other information requested from customers
- Communicate with customers regarding all accounts queries
- Daily recording of all cash receipts through the centre
- Posting all transaction on to Quickbooks
- Monthly review of outstanding invoices and direct debit payments
- Bi-Annual Account reconciliation for FCC
- Prepare lodgements
- Maintain the petty cash system
- Adhere to the financial policy of the centre
- Liaise with the Manager on all aspects of the finances.

Financial Management

- Prepare returns for project funders as and when required
- Prepare summary reports for the board of Directors in conjunction with the Manager
- Prepare monthly cash reports and bank reconciliations
- Liaise with the auditor as and when required
- Prepare departmental reports when required
- Implement all procedures set out by the board

Coffee shop / Crèche Accounts:

- Prepare accounts for crèche
- Daily cash register, receipt record reconciliation
- Cash control & banking - Management of lodgements for MCC & Crèche

Stock management

- Ordering of supplies and services in conjunction with the MCC Manager
- Authorisation of catering supplies orders and Coffee Shop order budget control

Payroll:

- Prepare weekly Staff payroll for MCC staff and Crèche staff
- Preparation of P30,P35, P45 etc

General:

- Responsible for all record-keeping and filing
- Responsible for the control of all office stationery & equipment in conjunction with the Manager
- Work as part of a team in the day to day running of the community centre
- To follow all procedures set out by the centre.

Applicants should forward a Curriculum Vitae and covering letter on or before January 6th 2025 at 5pm by email to mulhuddartcc@gmail.com (<mailto:mulhuddartcc@gmail.com>) . Alternatively you can post or drop in your application to the above address.

Immediate Start for successful applicant

Region

Dublin 15

Date Entered/Updated

17th Dec, 2024

Expiry Date

6th Jan, 2025

Source URL: <https://www.activelink.ie/vacancies/community/112730-mulhuddart-community-centre-financial-administrator-part-time>