

County Kildare LEADER Partnership: SICAP Administrator / Compliance Officer (<https://www.activelink.ie/node/113520>)



JOB TITLE: SICAP Administrator/ Compliance Officer

Roles and Responsibilities

Role

The Administrator / Compliance Officer will report to the General I Social Inclusion Manager and will be line managed by the Financial Controller. The Administrator / Compliance Officer will carry out administrative duties including procurement of administrative and sub-contractor services, preparation of payments, bookkeeping of financial records, payroll as required and any other administrative requirements.

Responsibilities

In carrying out this role the Administrator will be responsible for:

- Procurement of services in line with public procurement requirements
- Preparing of contracts for services
- Reviewing supplier Tax clearance
- Preparation & advertising of tenders
- Maintaining digital and hard copy files
- Preparation of sales invoices.
- Processing receipts/income.
- Credit control
- Preparation and processing of payment requisitions and payments to staff and creditors using online banking.
- Processing Travel Claims & maintaining mileage information.
- Reviewing supplier statements & dealing with any queries in relation to same
- Preparing & posting nominal journals
- Maintaining detailed cheque payments and receipts books
- Preparing monthly bank reconciliation statements
- Preparing financial budgets
- Support and supervise work experience placements
- Administrative/ secretarial support to meetings where required
- Preparation of any records required for audit purposes including monthly, mid year and year end review of online account information & hard copy files.
- Processing Monthly & weekly payrolls and preparing payroll reconciliations.
- Processing pension payments and P30 returns to Revenue
- Maintaining files for funders e.g. DEASP
- Maintaining a fixed assets register
- Any other duties that may be required from time to time

Essential Skills

- Accounting Technician (CAT) qualification
- Payroll Technician
- Proficiency in MS Office particularly MS Word and Excel
- Ability to work on own initiative and to deadlines

- Attention to detail
- Ability to understand “the connectivity between processes.
- This position is mainly office based with some degree of flexibility.

Closing Date – **Friday 14th February 2025 @ 5.00pm**

CV to be sent to olivia@countykildarelp.ie (<mailto:olivia@countykildarelp.ie>)

Region

Co Kildare

Date Entered/Updated

30th Jan, 2025

Expiry Date

14th Feb, 2025

Source URL: <https://www.activelink.ie/vacancies/community/113520-county-kildare-leader-partnership-sicap-administrator-compliance-officer>