

County Kilkenny LEADER Partnership: Financial Administrator **(<https://www.activelink.ie/node/113971>)**



Job Title – Financial Administrator.

Reporting responsibility:

The appointee will work as part of the team of Kilkenny LEADER Partnership (KLP) in the advancement of its mission leading integrated local development in County Kilkenny. The appointee will have responsibility to the Finance and Governance Manager. They will work alongside with Financial Coordinator and in that person's temporary absence, take responsibility for some of their duties, to ensure that the company Finances are run in an efficient manner, inline with company systems and good accounting practice requirements. KLP has a complex accounting system, based on funders requirements, accounting requirements, and the need for reporting.

Specific Duties Include:

- The Financial Administrator will be responsible for the day-to-day payments of accounts, for several different programmes utilising the Quick Books Accounting System.
- They will apportion overhead costs across programmes, based on the company's apportionment policy, using the Quick Books System.
- The Financial Administrator will post payments on Banking online and ensure that they are authorised in time for payments to leave the bank.
- The Financial Administrator will be responsible for ensuring that monthly bank reconciliations and the provision of information to the Finance and Governance Manager, in time for monthly report to the Board and Finance Sub-Committee.
- The Financial Administrator will over time be responsible for the completion of the Companies Fortnightly Salary run, including Travel Expense payments, and adjustments as and when instructed, by Finance and Governance Manager, reporting to revenue and pensions company.
- They will be required to monitor programme budgets, and reporting to funders as and when required, in a timely manner.
- The Financial Administrator will liaise with Programme Managers, and members of the programme teams, on programme budgets, keeping them apprised of progress on expenditure.
- The Financial Administrator will with the Financial Coordinator to ensure that the company financial matters are kept up to date.
- Assist in the preparation of information for the annual Company Audit, and individual programme inspections/audits as they occur.
- The Financial Administrator will respond to any queries from the Finance and Governance Manager, or members of the Management Team in a timely manner.

General Duties

- To carry out all other duties and tasks that the Company's management may reasonably ask you to undertake.
- To attend meetings as requested as part of the staff team.
- To document work in a manner that is in accordance with best practice and in line with Company requirements.
- To participate in annual review of assignment responsibilities.
- Participate in training and development programmes / courses where such are deemed necessary by the Company.
- Adhere to KLP procedures and policies, including GDPR Policies.

Key Requirements:

- Excellent ICT and administrative skills, proficiency in excel is a required.
- Experience of online accounting systems, such as Quick Books is essential.
- 3 years' experience in banking online, and bank reconciliations.
- 3 years' experience in salary systems, pension and revenue.
- Ability to work on own initiative and self-motivated.
- Ability to work as part of a team
- Excellent communication skills
- 4 years' experience of working in similar position.

Additional information:

- This post will be for a year contract initially, with a 6 month probationary period.
- The post is a 28 hour contract, subject to change by mutual agreement.
- Training will be provided on the systems in operation.
- Location of work will be at the company office in Patricks Court, from 9.00am – 5.00pm each day.

To apply:

Please forward a full CV and letter of application to: **Kilkenny LEADER Partnership**. Mark the application clearly Financial Administrator Position. Bernie Thorpe, Finance and Governance Manager, Kilkenny LEADER Partnership. Patricks Court. Patrick St. Kilkenny. R95 X677 Tel: [056 7752111 \(tel:0567752111\)](tel:0567752111). Email: bernie.thorpe@cklp.ie (<mailto:bernie.thorpe@cklp.ie>). Closing date for applications: **5.00pm Tuesday 11th March 2025**.

Region

Kilkenny

Date Entered/Updated

20th Feb, 2025

Expiry Date

11th Mar, 2025

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