

County Kildare LEADER Partnership: SICAP Administrative Assistant (<https://www.activelink.ie/node/113973>)



SICAP Administrative Assistant

The Role:

The Administrative Assistant will report to the SICAP Manager and will be line-managed by the Financial Controller. The Administrative Assistant will carry out administrative duties including procurement of administrative and sub-contractor services, preparation of payments, bookkeeping of financial records, completion of payroll and any other administrative requirements. This position is mainly office-based with some degree of flexibility.

Essential Skills and Qualifications:

- Accounting Technician (CAT) qualification, with accounting system experience e.g Xero, Big Red Cloud.
- Payroll Technician, with previous experience of payroll systems e.g Sage, Brightpay.
- Proficiency in MS Office, particularly MS Word and Excel.
- Ability to work to deadlines and on own initiative, with a high degree of accuracy and attention to detail.
- Demonstrate a clear understanding of the control environment required for financial administration activities.

Responsibilities:

The following is a list of responsibilities covered by the admin function, in carrying out this role the Administrator will be responsible for some of the following:

- Procurement of services in line with public procurement requirements.
- Preparing of contracts for services.
- Reviewing Tax Clearance certificates from suppliers.
- Preparation and 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 and maintaining mileage information, in accordance with procedures.
- Reviewing supplier statements and resolving any related queries.
- Preparing and posting nominal journals.
- Maintaining detailed payment and receipts records.
- Completing regular reconciliations to Banking system.
- Administrative support to meetings where required.
- Preparation and maintenance of records required for Funder and audit purposes including monthly, mid-year and year-end review of online account information and hard copy files.
- Processing monthly and weekly payrolls and completing payroll reconciliations.
- Processing pension payments and P30 returns to revenue.
- Maintaining fixed assets register.
- Other duties that may be required from time to time.

Please apply by sending your CV to olivia@countykildarelp.ie

(mailto:olivia@countykildarelp.ie)

Closing Date for applications is 5pm on Friday 7th March 2025.



The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development and the European Union through the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021-2027.
Tá an Clár um Chuidiú Sóisialta agus Gníomhaíocht Pobal (SICAP) cónhainithe ag Riadas na hÉireann, tríd an Roinn Forbartha Tuaithe agus Pobal, agus ag an Aontas Eorpach trí Chiste Sóisialta na hEorpa Plus faoi gClár Forbartha, Cumaisc, Solamna agus Clóna (EIST) 2021-2027.

Region

Co Kildare

Date Entered/Updated

20th Feb, 2025

Expiry Date

7th Mar, 2025

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