

Loughrea Family & Community Resource Centre: Administrator & Finance Officer (<https://www.activelink.ie/node/113976>)



Piggott's Street, Loughrea, Co. Galway. H62 H721
Tel: (091) 871149 (tel:091871149) 0863449950 (tel:0863449950)
Email: cordinator@loughreafamilyresourcecentre.ie (<mailto:cordinator@loughreafamilyresourcecentre.ie>)
Website: www.loughreafamilyresourcecentre.ie (<http://www.loughreafamilyresourcecentre.ie>)

Established in 2005 and opened in 2006, Loughrea Family and Community Resource Centre is one of the 121 Family Resource Centres funded under the Family Resource Centre Programme. The organisation is a company limited by guarantee with charitable status and is managed by a voluntary Board of Management, the members of which also act as Trustees of the organisation.

The vision of the organisation is of a strong, resilient, inclusive and empowered community informed by participation, social justice and collective wellbeing.

Loughrea Family & Community Resource Centre operates from the principles of community development and family support; using a community development approach, to provide supports and services that meet the needs of individuals, families and the community in a way that is participatory, empowering and collective.

Loughrea Family & Community Resource Centre is recruiting for the following position:

Full Time Administrator & Finance Officer

Key Tasks:

We are looking for a dedicated and highly motivated person who can offer administrative and financial support to the Loughrea Family and Community Resource Centre and manage the office environment at LFRC. To organise and coordinate the office finance and administration procedures, to ensure organisational effectiveness, efficiency and safety. Dealing with public inquiries and overseeing the calendar booking system in a busy environment.

Key Responsibilities:

- Providing administrative support to the coordinator and other staff as needed
- Manage the office environment and overseeing general maintenance of the office with the support of the co-ordinator.
- Responsible for managing data inputting. Conducting month-end close-off procedures, ensuring accuracy and completeness
- To work on compliance around Good Governance, GDPR, Charities Regulatory Authority and other funding and supporting bodies.
- To oversee the content of Social Media - Website, Facebook Etc.
- Responding to enquiries for information and support and signposting / referring as appropriate.
- Manage our room bookings system.

Bookkeeping Duties

- Preparing quarterly and annual accounts for finance sub-group
- Managing payment runs and complete regular bank reconciliations, invoices, lodgements, ET transfers and online banking
- Online accounts systems
- Payroll
- Revenue online

- To maintain listing of accounts receivable and payable
- To manage office budget lines, including office expenses, supplies, stationery and place orders for material once sanctioned
- Manage relationships with vendors, service providers, those who book rooms ensuring that all items are invoiced and paid.
- Recording all financial transactions according to the needs of the centre and the legal requirements of a Limited Company with Charitable Status
- Preparation of budgets and cash flows
- Produce monthly, quarterly and annual financial reports
- Other relevant duties as required

Fundraising

- Assist with fundraising events and participate in raising money for the centre

Professional Development:

- Participate in relevant training courses
- Attend regular meetings

Organisational:

- Work within the ethos and philosophy of the LFRC
- To work in line with FRC's policies, practice and procedures

Requirements:

- Experience in administrative and financial roles
- Excellent administrative and organisational skills with the ability to prioritise workload and meet deadlines
- Outstanding communication skills both verbal and written
- Ability to work independently as well as collaboratively within a team
- Ability to build respectful and productive working relationships
- A proactive and enthusiastic attitude towards work
- Proficient in Microsoft Office Suite and Excel
- Experience working with CRM systems – Big Red Book Payroll
- Valid work permit where relevant
- A relevant third level qualification.

General Duties:

- This job description will be subject to review in light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.
- To participate fully as a team member.
- To perform any other duties as may be deemed necessary by the Voluntary Management Committee from time to time.

LFRC is committed to providing equal opportunities for everyone and encourage applications from all sections of the community.

Other Relevant Information:

Hours of Work

The post will be full-time – 35 hours per week. Office hours are 9am-5pm Monday to Friday. Overtime will not be paid but time-off-in-lieu will be granted on an hour for hour basis.

A six-month probation will apply.

Accountability

- The administrator will be responsible to the Project co-ordinator and to the voluntary board of management

Confidentiality

- The administrator will observe confidentiality at all times in relation the business of Loughrea Family and community Resource Centre.

Salary

- The salary will be commensurate with qualifications and experience and will not be less than €34,133 per annum. Pension Provisions will be made upon completion of a 6-month probationary period.
- Holiday entitlement will be 30 days per annum.

To apply:

Application for the role, must be by Application Form only, CV's will not be accepted.

To request an Application Form please email cordinator@loughreafamilyresourcecentre.ie (<mailto:cordinator@loughreafamilyresourcecentre.ie>)

Completed application forms must be returned to Loughrea Family and Community Resource cordinator@loughreafamilyresourcecentre.ie (<mailto:cordinator@loughreafamilyresourcecentre.ie>)

Closing date for applications is Friday 14th March 2024 before 4.00pm

Interviews: Will be held the week of March 24th 2024

The role is funded by Tusla, The Child and Family Agency.

Loughrea Family & Community Resource Centre is an equal opportunities employer.



Region

Co Galway

Date Entered/Updated

20th Feb, 2025

Expiry Date

14th Mar, 2025

Source URL: <https://www.activelink.ie/vacancies/community/113976-loughrea-family-community-resource-centre-administrator-finance-officer>