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**Gorey Family Resource Centre**

**Part-time/Permanent Financial Administrator**

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| **Details of the post**  **Name of employer:** Gorey Family Resource Centre  **Job title:** Financial Administrator (part-time)  **Salary:** Will be based on experience and paid pro rata, the first point of the scale for full-time hours is €34,133.00  **Location:** Gorey Family Resource Centre, Mc Dermott Street, Gorey, Y25KT98  **Hours:** Part-time/Flexible based on candidates’ availability and centre’s needs  **Days:** To be agreed  **Reporting to:** Centre Manager  **Contact:** Part-time/ Permanent. All Gorey FRC contracts are subject to continuous funding.  *The contract is subject to a probation period of 6 months.*  *This post holder will be required to complete our Garda Vetting Process.* |
| **Overall Description:**  Gorey Family Resource Centre is looking for an experienced financial administrator to join our team. Gorey FRC develops and delivers a community-based response to the priority needs and issues relevant to the lives of people living in the target communities, thereby improving their quality of life. We support those within the Gorey and surrounding areas.  The purpose of this job is to provide essential finance administrative support and to carry out tasks and duties required to ensure the smooth operation of Gorey Family Resource Centre. This includes managing day to day office tasks, maintaining records, assisting with program coordination, and providing support to both staff and families who access the Centre. This role requires a highly organised individual who can work independently and as part of a team to ensure that administrative functions are carried out efficiently and professionally. |
| **Key Areas of Work:**  **Financial Control**   * Keeping accurate accounts, using computerised systems ensuring that all documentation is in line with organisational financial policies and procedures * Dealing with wages, PRSI, PAYE and computerised payroll system, processing SAGE payroll and revenue submissions on ROS * Banking, oversee cash donations and lodgements, issue receipts, and record accordingly * Processing of invoices and processing payments for authorisation within a timely manner through IBB * Liaise with the company auditor/accountant, maintaining proper financial, accounting and organisation records of the company, ensuring annual audited accounts and returns are completed in a timely fashion * To prepare and provide monthly, quarterly and annually financial accounts which include an income and expenditure report and bank reconciliation to the manager and finance subgroup, analysis of spending verses budget * Ensuring that all associated proof of expenditure and governance is gathered and maintained * To provide comprehensive administrative support such as provision of statistics and taking minutes at team meetings * Checking and processing monthly travel claims and payment requisitions * Prepare annual budgets * To operate and maintain an asset management system * Assist and help manage grant applications   **Office Management**   * Maintaining the offices supplies and ensuring the office is organised and well equipped * Oversee general maintenance of the office and office facilities * Work alongside staff to produce quarterly newsletters for the Centre * Maintaining appropriate and accessible records and files * Dealing with correspondence and post * Supporting the Centre manager and other staff members with administrative tasks as needed. * Assisting with the preparation and submission of funding reports and applications   **Other Duties**   * Contribute to a welcoming inclusive environment for all individuals, families and visitors * Work in accordance with the Centre policies and procedures * Check and respond to e-mails within timely manner * Provide relevant information where appropriate * Avail of and participate in training and development opportunities * Work as part of a team, participate and actively contribute to planning sessions, meetings, reviews * Contribute to building a strong team at local levels in the areas we work * Keep diary of events * The administrator will observe confidentiality as appropriate * Contribute to the maintenance of and provision of a clean and safe environment * To assist in any other ad hoc duties as requested   **Note:**  **This job description will be reviewed and updated in line with the needs of the work** |
| **Essential Criteria:**   * Qualification in accounting technician or business administration * Demonstrates sufficient skills and experience in a financial administration role, preferably within a family support or community-based organisation * Energetic and enthusiastic in their approach, flexible adapting to changing demands and priorities * Strong administrative skills with high levels of accuracy and strong attention to detail in record-keeping * Ability to make decisions in a well-judged, logical and timely manner * Takes initiative to move administration tasks forward to completion * Excellent organisational skills with the ability to multitask and prioritise workload effectively, will understand the importance of time management and in particular how this translates to organising workload * A people person with a positive attitude towards working under pressure to meet deadlines and volumes * Excellent interpersonal and communication skills both strong verbal and written communication skills * Ability to maintain confidentiality and handle sensitive information with discretion * Proficient in Microsoft office, Word, Excel, and relevant software applications * Ability to work independently and as part of a team * Friendly, approachable, and professional approach when interacting with staff, families, and the public * Ability to always maintain a professional level of performance * Ability to work within the mission and values of the Family Resource Centre, promoting inclusivity, respect, and community well-being * A willingness and ability to learn new skills and take on new tasks |
| **Desirable Criteria:**   * Previous experience working in a non-for-profit, or similar community-based environment * Knowledge of community resources available to families, children, and vulnerable individuals * Familiarity with Sage, bookkeeping and/or financial management systems |
| **To Apply:**  Please email your application form to Emer at [manager@goreyfrc.ie](mailto:manager@goreyfrc.ie) outlining your experience and why you feel that you are the right person for the role. Please use the above email for any queries in relation to the role.  ***The closing date for applications: 5pm, Friday, the 14th of February 2025.*** |
| **Interviews:**  Interviews will take place on the week beginning the 24th of February. Please reference your name and the position you are applying for in the subject line |
| *Gorey Family Resource Centre is an equal opportunities employer.*  *This post is funded by TUSLA- National FRC Programme for 2025* |