

## Role Profile

<b>Title:</b>	<b>Finance Administrator</b>
<b>Salary:</b>	Local Authority Grade 4 Point 1 €31,551 (PRO RATA) – Grade 4 point 4 €38,539 (pro rata). Negotiable based on candidates' skills, qualifications & experience.
<b>Annual Leave:</b>	26 days (pro rata)
<b>Location:</b>	Cavan County Childcare Committee offices, Unit 5, Cavan Enterprise Centre, Killygarry, Dublin Rd, Cavan.
<b>Hours of work:</b>	<b>Fixed term/Fixed purpose Contract to cover absence: Hours negotiable between 21 and 28 hours per week (up until 31<sup>st</sup> December)&gt;</b> From time to time the organisation may require you to be more flexible to meet the needs of the business. You may also be required to work evenings/weekends depending on the requirements of your work and at the discretion of management.

### **The Organisation:**

Cavan County Childcare Committee (CCCC) CLG was established in 2001 as a key component of the Government's co-coordinated strategy to develop quality childcare in Ireland. Cavan CCC provides support & advice to the Early Learning & Care (ELC) and School Age sectors (SAC) in Co. Cavan and works under an annual Statement of Work as agreed by the Department of Children, Equality, Disability, Integration & Youth (DCEDIY). CCCC is a not-for-profit organisation governed by a voluntary Board of Directors. CCCC report to DCEDIY and POBAL, are registered with the Charities Regulator Authority (CRA) and submit returns to the CRA and Companies Registration Office (CRO).

### **Purpose and Scope of the position:**

The Administrator is responsible for

- Office administration
- Internal CCCC financial administration
- Payroll

**Reporting:** The Finance Administrator reports to the CCCC Manager.

**Professional Qualifications:** The successful candidate will have completed a relevant qualification in finance or business administration.

### **Knowledge and Experience**

- Have a minimum 2 years relevant experience working in in an office environment specifically in financial/funding programme administration.
- Working knowledge of Sage Payroll and Microsoft Office 365
- Experience in office administration/management
- Experience working on online platforms such as Microsoft Teams

**Essential Criteria:**

- Finance qualification
- 2 years experience in finance administration & office administration
- Highly motivated and committed to working as part of a team as well as on own initiative.
- Excellent interpersonal and communication skills both written and verbal with the ability to engage on an individual and group basis.
- Excellent organisational skills, attention to detail and ability to solve problems.
- Excellent IT and administrative skills, including experience in report writing and use of Microsoft 365 including Word and Excel applications.
- Have a full clean driving licence.

**Desirable:**

- IATI qualification
- Experience working in the not for profit sector and knowledge of the requirements under the Charities Act 2009 and the Companies Act 2014
- Training in Sage payroll package
- Knowledge & experience of developing & maintaining Safety Statements
- Experience & knowledge of the Governance Code, Safety Statements & financial policies & procedures.

**Skills & Competencies required:**

Ability to demonstrate the following;

- Excellent interpersonal skills
- Excellent communication skills, both written and verbal
- Attention to detail
- Effective planning and organisational skills
- Decision making skills and initiative
- Time and project management skills

**Personal Attributes:**

Ability to ensure strict confidentiality in performing the duties of the position, along with the following personal attributes;

- Be honest and trustworthy
- Be respectful
- Be flexible/adaptable
- Be motivated and enthusiastic
- Demonstrate a strong work ethic
- Have a strong cultural awareness and sensitivity

## **The Role**

The Finance Administrator will be employed by Cavan County Childcare Committee. The responsibilities of the role include but are not limited to:

### **Bookkeeping & Financial Management**

- Manage, prepare and submit financial returns to Pobal
- Monitor all income and expenditure through financial reporting and submit reports to the CCCC Manager for board meetings
- Prepare monthly bank reconciliations
- Maintain and monitor office administration
- Maintain and monitor Cavan CCC programme budgets
- Manage process for incoming invoices/payments and ensure payment of same in a timely manner
- Maintain and process company payroll on a monthly basis using Sage software including deductions and all other payroll functions.
- Conduct and manage online banking
- Conduct and manage online revenue payments through ROS.ie
- Manage the company's banking requirements and maintain compliance with best practice in this regard for example bank mandates
- Ensure the integrity of the annual financial statements by ensuring that they provide a true and fair view of the CCCC's affairs
- Ensure compliance for financial audits and Pobal/DCEDIY verification visits
- Ensure best practices in procurement
- Communicate with Board of Management on details of meetings
- Ensuring tax clearance is up to date
- Maintain and edit the financial procedures of the company following approval by the Board of Directors
- Maintain Petty cash
- Ensure the Fixed assets register is up to date.
- Maintain and update the company reserves file
- Liaise with the company auditor when requested
- Prepare the books of accounts for the auditor for the Annual Financial Statements.
- Support the CCCC Manager with the annual AGM.
- Be cognisant of circular 2014/13 and its implications on the work of Cavan CCC.
- Support the CCCC Manager with all returns to the Charity Regulator.
- Administration and payment of company pension and liaison with external pension provider
- Management of company insurance policies
- Ensuring all hard & soft copy filing is complete and ready for verification.
- Maintain & update all financial policies & procedures.

### **Human Resources**

- Management and payment of staff travel and subsistence and associated policies.
- Support CCCC Manager in the efficient daily management of the CCCC office.
- Ensuring all policies are up to date in the file and signed by Board member as appropriate.
- Record annual leave for all staff.
- Take and maintain minutes of team meetings & board meetings.

**Other**

- Liaise with the IT and Phone suppliers and troubleshoot when necessary
- Maintain details of all I.T equipment and office equipment.
- Provide admin support to Cavan CCC staff team when required
- Manage and record all post incoming and outgoing
- Carrying out other tasks as may be required from time to time under the direction of the Manager