



Administrator Job Specification

Ballyhoura Rural Services CLG is currently recruiting for the position of **Administrator at the Doon Social Farm**.

Job Title: Administrator, (Part-time 19.5 hours per week)

Reporting to: Doon Social Farm Manager

Location: Doon Social Farm, Main Street Doon Co. Limerick

Job Summary

The Administrator reports to the Doon Social Farm Manager and is responsible for the financial administration of the social farm services and products. The Administrator is responsible for organising and co-ordinating office operations and procedures and all financial duties to ensure organisational effectiveness, efficiency and funding compliance.

Responsibilities include but are not limited to:

- Preparation and submission of financial returns to Pobal and other funders
- Monitor all income and expenditure through financial reporting and submit reports to BRS board meetings
- Prepare monthly bank reconciliations
- Maintain and monitor office/administration and 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 thesaurus software including deductions and all other payroll functions.
- Conduct and manage online banking
- Conduct and manage online revenue payments (monthly P30's) through (ROS.ie)
- Manage the company's banking requirements and maintain compliance with best practice in this regard
- Ensure the integrity of the annual financial statements by ensuring that they provide a true and fair view of the BRS affairs in cooperation with the Manager
- Ensure compliance for financial audits and Pobal verification visits in cooperation with Manager
- Ensure best practices in procurement
- Manage Petty cash
- Telephone and email support for enquiries regarding Programmes and grants
- Review of computer equipment and software updates/licensing
- To assist relevant stakeholders with the application and submission of funding proposals to POBAL
- Administration and payment of staff travel and subsistence
- Attending conferences/training as required
- Support the Manager in the efficient daily management of the BRS office.
- Support manager in ensuring health and safety policies are observed in accordance with legislation
- Maintain accurate Human Resource records (i.e. A/L, Timesheets, Sickness)

- To assist and liaise with other staff on the planning and organisation of actions, workshops etc.
- To participate in support and supervision meetings and to maintain a proactive approach to the development of skills

Knowledge and Experience

- Working knowledge of payroll/accounting package software (essential)
- Hold an Accounting Technician, IPASS Payroll qualification or equivalent (desirable)
- Experience of office and financial administration
- Ability to maintain a high level of accuracy
- Proficient in MSOffice applications
- Full Driving Licence
- Knowledge of Employment Law

Skills

Ability to demonstrate the following;

- Excellent interpersonal skills
- Excellent communication skills, both written and verbal
- Team building and collaboration
- Analytical and problem-solving skills
- Attention to detail
- Very 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 above, along with the following personal attributes;

- Be honest and trustworthy
- Be respectful
- Be flexible/adaptable
- Motivated and enthusiastic
- Demonstrate sound work ethics
- Cultural awareness and sensitivity

To carry out any other duties as assigned by the Manager of Ballyhoura Rural Services Social Farm.

This job description is not intended to be an exhaustive list of duties and responsibilities and may be reviewed from time to time to reflect the changing needs of the position

Selection Process

- Application is by cover letter and CV to Doon Social Farm Manager at Ballyhoura Rural Services through email to manager@ballyhouraruralservices.org by August 17th at 5pm. Shortlisting will take place immediately on close of application.
- Suitable candidates will be employed subject to the continued funding under the Community

Services Programme.

Canvassing will disqualify. Ballyhoura Rural Services is an equal opportunities employer. Garda Vetting and reference check will apply.

Funded by:



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