



## **Boyle Family Resource Centre**

### **Job Title: Administrator**

#### **Overall Purpose of the post**

To provide effective and efficient financial administration, to ensure compliance with all requirements and manage all the tasks and duties required to ensure the smooth day to day running of the Centre and act as overall support to the work of the Family Resource Centre.

#### **Reception**

- To work to ensure the smooth running of reception.
- To deal with enquiries and maintain a record of enquiries
- Greet people calling to the Centre, address their queries and maintain a record of same
- Keep a diary of events and timetables
- Perform general secretarial duties include word processing, minute taking, correspondence
- Ensure the proper functioning of the information technology systems in the Centre.

#### **Office Premises**

- Oversee the general maintenance of the Centre.
- Ensure that the Centre is supplied with the necessary equipment and supplies
- Implement the Centre's health and safety procedures and keep the management informed any health and safety issues arising
- Maintain records and files
- Ensure office is staffed and phone lines manned at agreed times.
- Coordination of housekeeping and maintenance for both premises.

#### **Information/Communications**

- Stock the office with relevant information, update the information and provide the public with easy access to relevant information
- Facilitate the use of the Centre as a resource to the community
- Ensure through administrative processes, that there is effective communication in the Centre, between the Centre and the public and other agencies and services
- Provide administrative support to the Co-ordinator as required.



## **Finance and Governance**

- Maintain efficient and accurate accounts for the Centre
- Reconcile monthly bank accounts
- Liaise with the Co-ordinator and the finance sub-group of the Voluntary Board of Directors. Prepare a monthly financial report for the Voluntary Board of Directors
- Compile quarterly financial returns for Tusla (Child and Family Agency) and other Departments/Agencies as may be deemed necessary
- Liaise with and offer assistance to the Centre's accountants and auditors, prepare for yearly accounts for audit.
- Establish and administer a payroll system, computerised and manual to pay salaries, make deductions, pay revenue, pensions and PRSI. Provide payslips and maintain a record of salaries paid
- Put in place and maintain a system to record petty cash
- Pay approved expenses and maintain a record of expenses and payments.
- Use of SAGE and TAS.
- Banking on Line and Knowledge of ROS
- Monthly Revenue Returns and yearly reconciliation.
- Experience in applying for and meeting conditions of Grant applications
- Maintain and oversee policies and procedures.
- Development and Implementation of policies, procedures relevant to the work of the Centre; including Charity Regulator, Governance Code, GDPR
- HR knowledge and management
- Knowledge of Recruitment, organisation and Garda Vetting of Volunteers

## **General**

- To ensure administrative deadlines are met
- Participate fully as a team member
- Knowledge and experiences of working in the Community & Voluntary Sector and how it works
- Experience of working in a busy office environment where multi-tasking is a way of working
- Perform any other duties that may be deemed necessary by the Voluntary Board of Directors from time to time.

## **Other Relevant Information**

### **Hours of Work**

- The is a full time permanent (subject to funding) post, 35 hours per week.
- The hours of work will be determined by the staffing needs of the Centre and decided by the co-ordinator unless otherwise agreed by the Voluntary Board of Directors. The Administrator will be expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.



- The contract is subject to continued funding by Tusla (Child and Family Agency).
- A ten-month probation period will apply.

**Accountability**

The Administrator will be responsible to the Manager and to the Voluntary Board of Directors.

**Confidentiality**

The Administrator will observe confidentiality at all times in relation to Centre business.

**Salary**

The salary will be commensurate with qualifications and experience and will not be less than €31,543 per annum.

**Holidays**

The annual leave year runs from January 1 to December 31. Your annual leave entitlements shall be twenty-five days over a twelve-month period, this leave includes days during shut down period of one week in August and two weeks at Christmas/New Year.

**Garda Vetting**

The position is subject to the completion of a satisfactory Garda Vetting process.



## Person Specification

Title	Essential	Desirable
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent people skills</li> <li>• Financial Management</li> <li>• Interpersonal and Communication Skills</li> <li>• Ability to work on own initiative</li> <li>• Ability to make decisions</li> <li>• Organisational, planning and prioritising skills</li> <li>• Efficient time management skills</li> <li>• Ability to complete applications forms for funding etc.</li> <li>• Report and note writing.</li> <li>• Computer Skills</li> <li>• Office management and organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> <li>• Health and Safety Training</li> <li>• Own Transport and a full drivers licence.</li> </ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Minimum of two year paid position n administration/financial management.</li> <li>• Understanding Family Resource Centres budgeting and accounting.</li> <li>• Experience of setting up new initiatives.</li> <li>• Knowledge of various funding structures and criteria</li> <li>• Understanding and knowledge of GDPR and Governance.</li> <li>• Working as part of a team.</li> <li>• Developing and delivering programmes for all target groups.</li> <li>• Knowledge of HR.</li> <li>• Expertise in computer skills and relevant programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of voluntary work.</li> <li>• Experience of working with and supporting volunteers.</li> </ul>
<b>Education and Knowledge</b>	<ul style="list-style-type: none"> <li>• Relevant qualification(s) in financial management and administration.</li> </ul>	
<b>Personality</b>	<ul style="list-style-type: none"> <li>• Non Judgemental</li> <li>• Positive outlook</li> <li>• Good Social Skills</li> <li>• Respectful, patient and good listening skills.</li> <li>• Friendly and Confident.</li> <li>• Maintaining confidentiality and boundaries.</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Respect and value other peoples thinking and values.</li> <li>• Honest and trustworthy.</li> <li>• Understanding of poverty and disadvantage.</li> <li>• Committed to family and parent support through the ethos of community development</li> <li>• Encouraging and empowering</li> <li>• Understanding of equality.</li> </ul>	