JOB SPECIFICATION

**Job Title**: **Administration/Finance Officer**

 **Reports to**: Programme Manager

**Status**: Full-Time Position (39.00 hours per week) spread over four days including weekends and holidays until December 31st 2022 (with possible extension subject to funding). As this post is funded by the Community Services Programme, preference will be given to applicants that are in receipt of a payment from the Department of Employment Affairs and Social Protection

**Salary**: € 21, 294.00 per annum pro rata per annum

**Job Summary -** To support the growth of economic and social contribution of tourism to the Inishowen region, by working to deliver a destination development plan that harnesses key opportunities, delivering incremental tourism revenue and visitor numbers. The **Administration Officer** is responsible for supporting the Programme Manager and will play a key role in providing a high-quality service to businesses, community groups, the public and public agencies of the tourism industry. Contributing to the building of Inishowen as a sustainable destination, the Administration Officer should be self-motivated, able to set and achieve goals and use time and efforts effectively and efficiently. She/he should have strong knowledge in terms of finance and budgetary requirements associated with the post, and able to adapt accordingly to sell or promote the organization positively in relation to meeting organizational/specific client needs.

# Key Responsibilities & Accountabilities:

* Display strong written and verbal communication skills, including customer relations skills in dealing with community, volunteers, and staff from local businesses.
* Excellent communication including, face-to-face, over the phone, and via email to ensure clients have a high-quality level of service.
* Organise team meetings including co-ordination and distribution of agendas, supporting documentation, production and distribution of employee policies and procedures in line with the organizations structure.
* Support the identification of needs of local tourism business/community groups report findings to enhance the service to prospective clients.
* Make routine arrangements and bookings, according to clearly defined instructions, and provide diary management support to the team to help ensure that they use their time effectively.
* Maintain, efficiently operate and improve a range of office processes and administrative systems (including filing) to ensure smooth running of the team.
* Provide comprehensive administrative and operational support to the team using discretion to identify and resolve first line issues, referring to supervisor/manager for assistance where necessary.
* Prepare straightforward analysis, manipulation and interpretation of data.
* Provide accurate, valid and complete information by using the right methods/tools.
* Prepare documents, presentations and other materials to a clear brief, using established formats and standard software for payroll & salaries identified by the organization.
* Collate, analyse, record footfall visitor statistics provided by visitor services.
* Assist the manager with the administration of POBAL CSP programme including bi-annual returns;
* Assist with funding applications to POBAL, tourism agencies and other funders as appropriate, preparing cash flow statements and draft budgets;
* Purchase and ledger account management, record invoices, deal with accounts queries, pay invoices and reconcile accounts at month-end and year-end;
* Raise invoices for advertisements in the visitor guide, monitor and reconcile payments;
* Input attendance/annual leave on EXCEL and run fortnightly payroll on Collsoft system and pay wages via online banking;
* Process pay related statutory returns to Revenue commissioners via ROS;
* Process travel and subsistence expense claims;
* Record trade income, bank monies and reconcile monthly bank statements via online banking;
* Reconcile monthly bank statements, scrutinize company accounts for discrepancies and resolve identified issues;
* Prepare monthly financial reports for Explore Inishowen CLG Board meetings and annual financial reports for funding agencies;
* Liaise with accountant to prepare accounts for annual audit;
* Develop and maintain a database of prospective clients;
* Be available to work at events, organisation presentations as required to support the team.
* Undertake further training to further enhance skills to be organised by the programme manager.
* Assist with identifying funding opportunities for Explore Inishowen CLG & assist in the application process.
* Perform tourist information services and other related duties as required.
Support up line staff when needed which may involve unsociable hours.
* Such other duties as the company may from time to time reasonably require.

# QUALIFICATIONS & EXPERIENCE

**Essential Criteria-**

* A strong team player who is highly motivated with a demonstrated skills base for finance and administration duties.
* Possess excellent interpersonal skills with an ability to work well with a range of people at all levels.
* Experience of analysing data and applying metrics to report findings.
* Attention to detail with organized approach to prioritize own workload effectively, to co-ordinate activities and conflicting demands to ensure that tight deadlines are met.
* Customer-focused with experience of dealing with industry/community groups
* Proficient computer literacy skills, with strong experience of office software packages (Excel , Word and PowerPoint), Email and Payroll software knowledge
* Strong attention to detail/ accuracy needed for this role.
* Good project management and organisational skills.
* Ability to research, gather, analyse, collate and present information as required.
* Ability to use own initiative with minimal supervision and deal with routine queries as they arise escalating others as necessary.
* Ability to collate a wide range of information and to extract relevant data with strong reporting skills.
* Budget/Finance management experience.

# Desirable criteria

* Achieved Third Level qualification or relevant finance/ administration qualification/s or currently on any of the above.
* Experience in Grant application processes and evaluation methods..
* Thorough knowledge of Inishowen as a Tourism destination.
* Good experience and understanding of the tourism customer and market dynamics and requirements.