

Position Title : **FINANCE AND ADMINISTRATION OFFICER (part-time)**

Reports to: Programme Manager

Explore Inishowen CLG is a community based tourism organisation formed for the purpose of promoting the whole of the Inishowen Peninsula in partnership with all our tourism, business, statutory and community stakeholders.

This post is funded by the Pobal Community Services Programme, therefore subject to criteria preference is applied to applicants that are in receipt of a payment from the Department of Employment Affairs and Social Protection.

OUR VISION

To steer and sustain our peninsula within the context of tourism to enhance opportunity for growth in our tourism orientated provisions and forge strong links within our communities, thus building business and employment opportunities to support community capacity and improve social capital. We aim to foster entrepreneurship, support sustainability, innovate and create a sustainable environment for all who live and visit here.

VALUES

Explore Inishowen CLG aspires to foster an innovative, creative, flexible and adaptive approach and deliver for the Inishowen Peninsula as a whole through a collaborative and inclusive plan. We act with integrity and strive for excellence, infusing all of work with energy and passion and a strong, positive belief in our people and our place.

Job Summary

Explore Inishowen CLG is looking for a passionate, dedicated and meticulous individual to support the growth of economic, social and community contribution of tourism to the Inishowen Peninsula. The **Finance And Administration Officer** will be, ambitious, creative, diligent and a self-driven individual. The Explore Inishowen Team will work to deliver on the Explore Inishowen Community Tourism Plan 2023-2027 and the Failte Ireland Destination Development Plan (DEDP). The team will harness key opportunities; delivering incremental tourism revenue for Explore Inishowen CLG; and support the attraction and expansion of visitor numbers thus supporting employment prospects in the peninsula as well as enhancing opportunities for the sustainability, advancement and wellbeing of whole Inishowen community.

The Finance & Administration Officer is responsible for : (non-exhaustive)

- Day to day financial and administrative duties.
- Payment of wages, salaries and all statutory payments.
- Recording of all financial transactions of the organisation.
- Assistance to the Programme Manager in the preparation of Budget reports.
- Assistance to the Programme Manager and the Board here necessary
- Assistance to the Programme Manager to furnish all funding reporting requirements.

- Maintain comprehensive financial and administrative records which are easily accessible, for all of the organisational needs.

Key Responsibilities & Accountabilities: non-exhaustive

- Strong budgetary experience.
- Manage all the functions of payroll & salaries.
- Assist the manager with the administration of POBAL CSP programme with any reporting / returns required.
- 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.
- Furnish all financial records to the Program Manager for preparation of the Annual Financial Statement.
- Raise invoices for advertisements in the visitor guide, monitor and reconcile payments;
- Reconcile attendance/annual leave and run fortnightly payroll on Collsoft system or other appropriate software, pay wages/ salaries 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 any financial reports required and furnish to the Project Manager for the purpose of reporting to the Board.
- Liaise with the Project Manager and company auditors prepare the Annual financial Statement/ Annual Accounts.
- Liaise with the Project Manager prepare annual or other required financial reports for funding agencies.
- Display strong written and verbal communication skills, including customer relations skills.
- 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, distribution of team meeting agendas, and any other supporting documentation.
- Make routine arrangements and bookings, according to clearly defined instructions, and provide diary management to the programme Manager.
- Maintain, efficiently operate and improve a range of office processes and administrative systems (including filing) and financial recording to ensure smooth running of operations.
- Provide comprehensive administrative and operational support to the team where necessary.
- Prepare documents, presentations and other administrative materials to a clear brief.
- Analyse, and report on footfall of visitors to the office.
- Develop and maintain a database of current and prospective clients;
- Be available to work at events, organisation presentations, exhibitions, shows etc., 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 an engaging disposition and positive attitude.

- Financial and general administrative skills
- Highly organised.
- Proficient computer literacy skills, with experience of office software packages (Word, Excel and PowerPoint), Email.
- Possess excellent interpersonal skills with an ability to work well with a range of people at all levels within and outside of the office.
- Organised with the ability to prioritise personal workload effectively.
- Customer-focused with experience of dealing with industry groups
- Diligent and strong attention to detail.
- Ability to research, gather, analyse, collate and present information as required.
- Ability to use own initiative with minimal supervision and deal with routine queries.
- Ability to collate a wide range of information and to extract relevant data with strong reporting skills.
- Strong financial reporting skills.
- Willing to undertake training and education.

Desirable criteria

- Previous experience in a similar tourism or business role providing administration support in at least one organization
- Payroll software experience
- Budget management experience.
- Achieved or working towards a third Level qualification or relevant business administration finance qualifications.
- Thorough knowledge of Inishowen as a Tourism destination.
- Good experience and understanding of the tourism in Inishowen.

Explore Inishowen CLG reserves the right to amend this job description.

Explore Inishowen CLG is an equal opportunities employer

SALARY: €11,164.40

Hours of work: 19 hrs

Opportunity to discuss a blend of remote working after the probation period is completed.

*Preference will be given to applicants that are in receipt of a payment from the Department of Employment Affairs and Social Protection. 70% rule applies to this project - i.e. 70% of employees with the exception of the Programme Manager should fulfil the Eligibility criteria – Person in receipt of Jobseeker’s Benefit (JB), Jobseeker’s Assistance (JA), one parent family payment (OPF) or the Jobseeker Transitional Payment or Persons in receipt of disability allowance (DA), invalidity

pension, blind persons pension or other disability benefit or Travellers in receipt of Jobseeker's Benefit or Jobseeker's Assistance or one parent family benefit or Stabilised and recovering drug mis-users or People employed from Tús, Gateway, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible. Former RSS workers who were previously CE participants are also eligible or Ex-prisoners.