

JOB SPECIFICATION Job Title: Finance & Administrative Officer

Reports to: Programme Manager

Status: Part -Time Position (19 hrs) spread over four days including some weekends and public holidays.

This post is funded by the 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.

Salary: €12.70 per hour

Job Summary - To support the growth of economic, social and community contribution of tourism to the Inishowen region, by working to deliver on the destination development plans and the Explore Inishowen Community Tourism Plan 2023-2027 which harness key opportunities; delivering incremental tourism revenue for Explore Inishowen CLG. And support the attraction and expansion of visitor numbers thus support employment opportunities as well as enhancing opportunities for the sustainability, advancement and wellbeing of whole community.

The Finance & Administration Officer is responsible for the day to day administration duties and recording of all financial transactions of the organisation. In collaboration with other staff, the Finance & Administration officer is responsible for a comprehensive, easily accessible, record keeping system for all of the organisational needs. They should be self-motivated individual with excellent organisational skills as well as be able to set and achieve goals and use time and efforts effectively and efficiently. They should have strong knowledge in terms of finance and budgetary requirements associated with the post, be adaptive and flexible to meet the needs of the organisation.

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 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 or other appropriate software, 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;
- In consultation with the Project Manger prepare monthly financial reports for Explore Inishowen CLG Board meetings.
- In consultation with the project manager liaise with accountant to prepare accounts for annual audit;

- In consultation with the Project Manager prepare annual financial reports for funding agencies;
- 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) and financial recording 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, interpretation of data.
- Provide accurate, valid and complete financial information by using the right methods/tools.
- Prepare documents, presentations and other administrative materials to a clear brief.
- Collate, analyse, record footfall visitor statistics provided by visitor services.
- 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

- Financial Administration and general administrative skills.
- A strong team player who is highly motivated with a positive attitude.
- 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.
- Organised with ability to prioritise 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 groups

- Proficient computer literacy skills, with strong experience of office software packages (Word, Excel and PowerPoint), Email and Payroll software
- Strong attention to detail.
- 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.

Desirable criteria

- Budget management experience.
- Achieved Third Level qualification or relevant business administration qualification/s or currently on any of the above.
- Thorough knowledge of Inishowen as a Tourism destination.
- Good experience and understanding of the tourism customer and market dynamics and requirements.
- Previous experience in a similar tourism or business role providing administration support in at least one organization.

Opportunity to discuss remote working after probation period is completed.

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

Explore Inishowen CLG is an equal opportunities employer

*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.