## A logo with blue and orange letters  Description automatically generated

|  |  |
| --- | --- |
| **Job Title** | Finance Administrator  |
| **Employer** | North Tipperary Development Company (NTDC) |
| **Reporting Relationship** | Finance Manager of NTDC |
| **Reporting Staff** | None |
| **Location of Post** | Nenagh Tipperary |
| **Closing Date for Applications** | 12.00 Noon Friday 10th of January 2025 |
| **Date of Interviews** | Week of Monday 20th January 2025 |
| **Benefits offered by NTDC** | **Salary:** Competitive salaries in line with those in the public service. **Annual Leave:** 25 days annual leave. **Pension:** Contributory pension benefits for long term staff.**Organisation Culture:** Positive working environment and proactive approach to professional development, reflective practice, and supervision. **Training & Development:** Opportunities to access training relevant to the role. |

**THE EMPLOYER: NORTH TIPPERARY DEVELOPMENT COMPANY (NTDC)**

North Tipperary Development Company (NTDC) is a local development company responsible for the delivery of a range of rural enterprise, social inclusion, and community development initiatives in the Tipperary North County area.

The purpose of NTDC is to act as a voluntary, non-profit making, private limited company with a mission to promote social inclusion, promote economic development, increase employment and enterprise opportunities, and promote wider participation in voluntary activity for the people of the area.

# The Accounts Department

**The Accounts Department team manages the budgeting, spend, reporting and compliance requirements of the following state funded programmes. The current team comprises of three staff including a Finance Manager.**

* The ASCEND Domestic Abuse Service primarily - Tusla & Department of Justice
* The NTDC Community Employment Scheme - DSP
* Roscrea Community Childcare Facility - DCYA
* Roscrea Family Support Project - Tulsa
* Local Area Employment - DSP
* The Rural Development Programme (LEADER) - DRCD
* The Social Inclusion and Community Activation Programme - DRCD
* The Rural Social Scheme - DSP
* The Traveller Programme (Primary Care/Family Support/Advocacy) - HSE
* The Tús Programme - DSP
* UBU – DCYA
* Youth Diversion Programme – Department of Justice & Equality
* Mental Health Section 39 – HSE

#  THE ROLE AND PURPOSE OF THE JOB

Work as part of the Finance team. The role of the Finance Administrator will have responsibility for financial reporting to funding agencies, budgeting, preparing month end accounts for programmes, internal audit function, accounts payable and receivable duties, processing payroll and assisting with GDPR Compliance and Company Secretarial Duties.

**Relationships**

• Reports to the Finance Manager.

• Works as part of the Finance and Administration team

• Interacts with other members of the management team (CEO, Managers and Programme Coordinators) on programme queries.

• Reports to the Audit & Risk and Finance Committees of the Board.

• Liaising when required with the various funding agencies.

# CORE RESPONSIBILITIES INCLUDE:

**Key Responsibilities**:

• **Month End Accounts**- preparation of monthly programme management accounts on the financial system and balance sheet reconciliations.

• **Accounts Analysis & Reporting**– investigating variances on accounts at month end and resolving any issues. Preparing financial reports for the Finance Committee

• **Accounts Payable** - Processing and making payments either by EFT to creditors to include the purchase to pay cycle and matching orders to invoice and goods receive note. Preparing creditor’s reconciliations.

• **Accounts Receivable** - Sales Invoicing / recoupments – raise invoices and post to accounts system if not integrated package. Follow up on outstanding amounts due and Debtors reconciliations.

• **Payroll** – Processing fortnightly and monthly payroll

• **Financial Returns** -Preparation of financial and other returns to funding agencies within the deadlines.

• **GDPR** – assisting with GDPR compliance in the organisation.

• **Auditing**

➢ Assist with the Company annual statutory audit

➢ Assist with Programme audits by the various funding agencies

➢ Internal Audit Function carrying out internal audits as directed by the Audit & Risk Sub Committee

• **Administration and Secretarial**

➢ Processing and paying travel and expenses claims in accordance with procedures.

➢ Assist with secretarial functions of the organisation including minute taking of staff, board and committee meetings as assigned by the Finance Manager.

* **CRM Systems** - General management of CRM systems related to financial and non-financial elements of funder programmes and as part of a team, when required.
* **Personnel -** Record keeping in relation to personnel and tracking the implementation of finance and administrative related procedures.

• **Teamwork** - Providing support to the members of the team as required in meeting the team objectives.

Other finance and administration support duties as assigned by the Finance Manager. The post-holder is expected to be flexible in the performance of his/her duties.

**Other General Duties**

* To comply at all times with NTDC policies and procedures.
* To work in a manner which positively promotes the aims, objectives and values of NTDC.
* To participate in monthly professional supervision in accordance with the supervision policy of NTDC.
* Undertake any duties consistent with the post as may be reasonably requested by the CEO.

***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.***

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Factors** | **Essential** | **Desirable** |
| **Qualifications** | * Business Administration (Level 6)
 | * Accounting Technician
 |
| **Knowledge** | * Good analytical ability, with a logical approach to problem solving and sound judgement.
* Capacity to proactively and constructively contribute to team tasks.
* Have the ability to meet weekly, monthly and quarterly deadlines.
* Strong IT skills – MS Office.
* High level of both spoken and written communication skills.
* Strong organisational skills, flexibility and ability to work well under pressure.
* Knowledge of IT hardware, Software, IT security and Data Compliance
* Good working knowledge of CRM systems.
 | * Knowledge of Public Procurement.
 |
| **Experience** | * Minimum of 2-3 years financial experience in a busy office environment.
* Relevant experience required in the key areas including payroll, accounts payable, accounts receivable, bookkeeping, financial reporting, budgeting, internal audit, experience of company secretarial minute taking and personnel related recordkeeping.
* Previous experience with accounting/payroll software systems such as TAS/SAGE/Thesaurus.
 | * Experience of meeting requirements of funders.
* Experience of working on programmes funded by bodies external to the organisation in the community/voluntary, social enterprise or public sector.
* Previous experience in internal audit function.
 |
| **Core Competencies** | * Excellent bookkeeping and accounting skills
* Excellent verbal and written communication skills including report/minute writing skills.
* Excellent administrative skills and ability to establish and maintain effective administrative systems, keep accurate records and produce reports in a timely manner.
* Excellent planning and organisational skills with proven ability to identify priorities, work to deadlines and organise the work to ensure optimum service delivery.
* Strong resilience and capacity to manage stress and to work effectively under pressure.
* Capacity to prepare funding proposals, complete service reports and meet other reporting requirements of funders.
* Excellent IT skills including Word, Excel and PowerPoint.
* Capacity to accurately represent the mission, objectives and ethos of NTDC.
 |  |
| **Other Requirements**  | * Full clean driving licence and use of car as required for work.
* Satisfactory police/Garda clearance
 |  |

**TERMS OF EMPLOYMENT**

Full-time position - working 35 hours per week. This is an initial fixed term contract until 31st December 2026.

**SALARY**

The salary is commensurate with qualifications and experience based on a salary scale of €32,297 - €51,103.

**Application Details**

Applications by Application Form and by email addressed to the Finance Manager mforde@ntdc.ie clearly marked ‘Finance Administrator’ to reach the office by 12noon on the 10th January 2025. Please contact receptionHO@ntdc.ie or visit our website <http://www.ntdc.ie> for Application Form. Short Listing of Candidates will apply.