



## **Administrator**

SRCC is pleased to invite experienced candidates to apply for the position of **Administrator/ Bookkeeper** to support the bookkeeping and business administration of the company in line with the ethos of SRCC. SRCC is a non-profit organisation specialising in counselling for sexual violence. We work in 5 locations in 3 counties. The administrator is based in-person, in Sligo town.

## **How to Apply**

To apply for this role please email: [david@srcc.ie](mailto:david@srcc.ie):

1. Your CV with contact details and references
2. A cover letter stating how you meet the essentials for the role

Closing date: 09.02.24

Shortlisting following reference check 09.02.24

Interviews: at our Sligo office 16.02.24

Start date: End of Feb

Applications by email only with Administrator in the subject line.

Equality: SRCC is an equal opportunities employer, let us know in confidence if you need help applying to [david@srcc.ie](mailto:david@srcc.ie)

## **The Role**

The Administrator role is a key role in SRCC, reporting directly to the CEO. The person will be responsible for a variety of administration tasks including, light reception duties, telephone answering, reporting report writing, banking, payroll, managing sage accounts production, managing deadlines and general office and building administration.

The successful candidate will be responsible for administration of internal communications, and be efficient in dealing with outside agencies like funders, and statutory and voluntary sector bodies. Excellent communication, confidentiality and discretion skills are important in this role.



## **Pay and Conditions**

- 3 years' experience in a similar role (including managing Debtors and Creditors ledgers,
- Role is based in-person, in Sligo town
- Full-time Role 37 hours per week
- Salary is subject to knowledge, experience, and qualifications, starting at 34k
- The ability to take ownership of projects from initiation to completion.
- Great verbal, written and interpersonal skills
- A full qualification in Accounting, office admin (or equivalent qualification).
- Fluent written and spoken English.

Please note that you must hold current eligibility to work in Ireland.

## **Benefits offered:**

- Annual leave: 25 days annual leave per year pro rata.
- Pension contribution
- Some flexible working in terms of hours by negotiation
- Training for new technology or new skills needed
- Staff development days
- Cycle to work scheme.

## **Primary Responsibilities:**

- To provide a professional, administration and bookkeeping service
- Responsible for recording all accounts maintenance, creditors, debtors, systems and controls.
- Check and process all contractor invoicing, staff expense claims.
- Run monthly payments for all suppliers and staff expenses to monthly deadlines.
- Develop and implement existing policy, to meet and exceed best practice.

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- To identify and promote cost savings to ensure we maintain value for money.
- To operate sage on-line accounting and use IBB Business online (AIB Bank)
- To produce monthly budget, actual and exception reports.
- To produce Quarterly and annual accounts for the accountant and CEO
- Review, improve operating procedures, which apply to your role.
- File and archive accounts documentation
- Provide secretarial and administration support to the Team as required.
- Assist with answering the phones and other reception duties as required.
- Research new technologies, methodologies, and information relevant to your job.
- Carry out ad-hoc accounting research and projects.
- Carry out other duties as required which are consistent with the job.

## **Person Specification**

### **Essential Qualifications, and Knowledge:**

- A qualified Accounting Technician (or equivalent admin qualification).
- Proficient in the use of MS Office applications (Word, Excel, PowerPoint etc) and computerised on-line accounting packages e.g., SAGE, on-line banking.
- Dealing with funders, revenue, companies house etc.
- An excellent communicator, fluent in written and spoken English.

### **Experience**

- Working with a range of people from various back grounds
- 3 years' experience in a similar role
- Responsibility for producing accurate reports on time, regularly
- Contractor invoicing, improving and implementing systems and controls
- Taking responsibility for administering a small project or company

### **Skills**

- Good communicator
- Good reporting skills
- Understanding of counselling and the voluntary sector desirable
- Familiarity with government funding systems desirable
- Energetic and takes initiative.



- Prepared for upcoming reports and regular administrative events
- Happy to work on own initiative and as part of a team
- Self-motivated.
- Has an eye for detail
- Excellent organisational skills.
- Ability to multitask and prioritise.
- The ability to take ownership of projects from initiation to completion.