



*Applicants are invited to apply for the position of*

## **ADMINISTRATOR (full-time)**

Mo Chairde, is a Day & Activity Centre and a Community Food Services Programme who provide a vital range of social and health supports to older people and adults living with a disability to enable them to remain as independent as possible in their own homes and communities.

Mo Chairde are currently seeking to recruit a full-time ADMINISTRATOR for their service.

The Administrator will be responsible for preparing the centre returns and complying with funder procedures including payroll, public procurement and the Purchase Order system.

The candidate must be enthusiastic, flexible, innovative in their approach and committed to providing a quality service that responds to the individual needs and priorities of the people we support.

### **Essential Criteria**

- Minimum of 1 years' experience of office administration including bookkeeping, financial returns, payroll and computerised accounts
- Experience of Sage desirable
- Experience of budgeting and financial record keeping
- Experience of preparing financial reports
- Excellent IT skills including MS Excel and MS Office
- Full Driving licence is desirable

Immediate start required. Full time position, 39 hours per week, based in Keadue, Co. Roscommon.

Satisfactory references and Garda vetting will be required.

Short listing will apply. A panel may be formed from which future vacancies may be filled.

*Compliance with the funder's requirements regarding eligibility of individuals to hold a CSP supported post is set out in the job description*

Further details are available at [www.rosleaderpartnership.ie/recruitment](http://www.rosleaderpartnership.ie/recruitment)

To apply for the above position, please submit your CV and letter of application - clearly stating which position you are applying for; to [recruitment@ridc.ie](mailto:recruitment@ridc.ie)

**Closing date for receipt of applications is 5pm, Wednesday 8<sup>th</sup> February 2023**

*Interviews to take place on 10/02/2023 (subject to change)*

Roscommon LEADER Partnership is an Equal Opportunities Employer

**This project was approved by Government with support from the Community Services Programme**



**Rialtas na hÉireann**  
**Government of Ireland**