



Job Description & Responsibilities

Position: Administrator – Mo Chairde Centre *[please note CSP Employment Eligibility requirements overleaf]*

Reporting to: Manager of Mo Chairde Centre

Location: St Ronan's Hall Keadue, Co Roscommon and RLPs Office, Arigna

Mo Chairde Centre

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.

It is managed by Roscommon LEADER Partnership on behalf of Pobal and funded by the Department of Social Protection.

Role Overview

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

To also promote the Service where possible with a view to its development and sustainability going forward.

Your principal duties & responsibilities will be:

- Prepare invoices, process payments and reconcile bank statements
- Administer and monitor the financial system in place in order to ensure that the finances of Mo Chairde Centre are maintained in an accurate and timely manner
- Complete funding applications as directed by manager
- Complete returns/reports as required by funders
- Preparation and monitoring of the budget
- Implement financial policies and procedures as outlined by the manager
- Prepare reports for management committee/Board
- Preparation of year end information for Accountant
- Establish and maintain supplier accounts
- Process travel claims for staff
- Deal with queries from Staff, Suppliers & Funders
- Keep records of dinners processed on a weekly basis
- Ensure relevant data is entered into the accounting system
- Prepare income statements and balance sheets
- Maintain financial files and records
- Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys and reconcile both figures
- Administer employee files and records in order to ensure accuracy
- Administer all aspects of payroll

- Manage the filing, storage and security of documents
- Report any defects in computer and office equipment immediately
- Maintain all insurance coverage for premises and vehicles
- Maintain Tax and CVRT Certificates on all vehicles
- Obtain quotes, following public procurement guidelines and tendering process as necessary
- Work in accordance with Keadue Social Services procedures and Health & Safety manual
- Set up monthly timesheets
- Create promotional material for the Mo Chairde Centre and produce quarterly newsletter
- Attendance of any training courses required by management
- Promote the Centre where possible with a view to its development and sustainability going forward
- Assist in the center during the busy period if requested
- Participate in fundraising activities which may be outside of normal working hours
- Undertake any other duties as required by the Manager
- Confidentiality to be maintained at all times

Skills/Knowledge

- Organized
- Excellent written and oral communication skills
- Good attention to detail.
- Ability to work as part of a team as well as on own initiative
- Excellent IT skills including Microsoft Office
- Strong secretarial skills
- A general understanding of funding applications

Experience

- Minimum of 1 years' experience of office administration including bookkeeping, financial returns, payroll and computerized accounts
- Experience of Sage desirable
- Experience of budgeting and financial record keeping
- Experience of preparing financial report
- Excellent IT skills including MS Office and Excel
- Driving licence is desirable but not essential

CONFIDENTIALITY OF THE SERVICE USERS, STAFF AND CENTRE TO BE MAINTAINED AT ALL TIMES

NOTE

This job description and list of duties is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of Roscommon Integrated Development CLG's operations and needs of the services.

CSP EMPLOYMENT ELIGIBILITY

The Community Services Programme (CSP) supports the employment of individuals, who have previously been unemployed, in delivering the community service. We particularly welcome applications from applicants who qualify in the following categories which are outlined below (a-f):

- a. Person in receipt of Jobseeker's Benefit (JB), Jobseeker's Assistance (JA) or one parent family payment (OPF).
- b. Persons in receipt of disability allowance (DA), invalidity pension, blind persons pension or other disability benefit.
- c. Travellers in receipt of Jobseeker's Benefit or Jobseeker's Assistance or one parent family benefit.
- d. Stabilised and recovering drug mis-users.
- e. People employed from Tús, Community Employment (CE) and Job Initiatives (JI) schemes are deemed eligible. Former RSS workers who were previously CE placements are also eligible.
- f. Ex-prisoners.

Please note the following applies:

- We are aiming for 100% recruitment from the above employment categories above (a –f), however we have to ensure that we satisfy the 70% criterion relating to FTEs (i.e. overall hours) rather than head count of employees from the above categories with the remaining 30% of employees may be recruited from the active labour market, i.e. people already in employment.
- Individuals in CSP supported worker posts may retain entitlement to secondary welfare benefits, as determined by the DSP. Individuals entering CSP supported posts are not entitled to Back to Work Allowance, but they are entitled to this allowance on moving on from a CSP supported post to mainstream employment in the labour market.
- The following Employment exclusions apply:
 - An individual occupying a CSP supported post may not also hold a Tús, CE or RSS placement, or vice versa.
 - Individuals who have reached their 66th birthday and qualify for the state pension may not hold a CSP supported post (worker or manager post). The employer has the right to continue employing that person after their 66th birthday from their own funds.
 - While the employer determines the hours of the CSP supported employees, a FTE allocation is not intended to be deployed solely as seasonal or very low hour's staff; for example, the deployment of 2 FTEs as 16 part-time staff is not acceptable.
- We are required to obtain evidence of eligibility for each person in a CSP supported post and to retain this on the successful applicant's individual's employment file. The CSP Employment Eligibility Form is required to be completed at the time of recruitment, signed by DSP, and retained by the employer for each employee under all employment categories except:
 - Workers employed under the former Social Economy programme as long as the employer can evidence their continuing employment since 2005.
 - Recovering drug mis-users and ex-prisoners (requires a letter of referral from e.g. probation officer, drug task force or other specialist agency)
 - A P45 from Pobal in relation to former Tús participants or from the CE sponsor group in the case of Community Employment.