



*Invites applicants for the position of*

## **Administrator**

**Background:** Roscommon LEADER Partnership (RLP) is an integrated local development company working throughout County Roscommon. We deliver a range of programmes on behalf of Government department and agencies.

**Role Overview:** This role of Administrator has responsibility for preparing returns and complying with Roscommon LEADER Partnerships and our funder procedures including SAGE, Budgeting, payroll, public procurement and the purchase order system.

**Employer:** Roscommon LEADER Partnership CLG  
**Job Title:** Administrator  
**Hours:** 17.5 hours per week, spread over 2.5 days - hours may increase in the future, contingent upon demand.  
**Contract:** Indefinite duration  
**Location:** Based in the Head Office in Roscommon Town  
**Salary Scale:** Salary commensurate with experience  
**Reporting to:** CFO, CEO, and the Board of RIDC

### **Key Responsibilities:**

Outlined below are the key responsibilities for this role:

- Overseeing contract requirements are being fulfilled for assigned programmes
- Administer and monitor the financial system in place in order to ensure that the finances of relevant programmes are maintained in an accurate and timely manner
- Set up excel documents for staff for ease of tracking claims
- Maintain Internal Financial Procedures as directed by the Manager
- Assist the Manager with preparation of the budgets and implement financial policies and procedures as outlined by the Manager
- Consult with the Manager and Accountant and prepare end of year returns and all the information for the Audited Accounts
- Prepare and reconcile general bank statements
- Establish and maintain supplier accounts
- Ensure relevant data is entered into the accounting system
- Prepare income statements and balance sheets
- Assist with the preparation of annual accounts & maintain financial files
- Oversee the accounts payable & accounts receivable systems to ensure complete and accurate records of all moneys and reconcile both figures
- Administer employee files and records in order to ensure accuracy
- Administer aspects of payroll if required
- Manage the filing, storage and security of documents
- Report any defects in computer and office equipment to manager
- Maintain insurance coverages.
- Work in accordance with all relevant Procedures Manual and H&S Manual
- Attendance of any training course required by management
- Promote the Service where possible with a view to its development and sustainability going forward

- Banking: lodgments/ form filling at the bank
- Obtaining required signatures
- Using funders ICT Systems as required
- Undertake any other duties as required in order to keep the facility running smoothly
- Confidentiality to be maintained at all times
- Provide cover as required for staff across the Service
- Carry out duties in accordance with the agreed policies& procedures of RLP
- Ad Hoc duties

### **Essential Skills & Experience Required:**

- Proficiency in SAGE, Payroll, and Microsoft Excel is essential
- 1–2 years of experience in a similar administrative or finance-related role
- Advanced Excel skills are required; candidates may be asked to demonstrate their capabilities
- Strong computer literacy, including experience with Microsoft Office Suite and database systems
- Excellent organizational and time management abilities, with a proven capacity to handle multiple priorities effectively
- Excellent written and verbal communication skills
- Meticulous attention to detail and a commitment to delivering high levels of accuracy
- Collaborative mindset, with the ability to work efficiently within a team environment
- Adaptability and flexibility to respond to evolving work demands and priorities

### **To apply:**

- Submit your CV and Cover Letter by email to [recruitment@ridc.ie](mailto:recruitment@ridc.ie)
- **Closing date: 1.00pm, Monday the 30<sup>th</sup> of March 2026**

Short listing will apply. A panel may be formed from which future vacancies may be filled  
The position is subject to the completion of a satisfactory Garda Vetting process  
All the posts are subject to ongoing funding  
Roscommon LEADER Partnership is an Equal Opportunity Employer

### **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.***