



EAPN Ireland Administration and Finance Officer (Part-time) Job Description and Person Specifications

Introduction

Hours: e.g. Part-Time (2.5 days)

Location: Carmichael House, 4-7 North Brunswick Street, Dublin 7, D07 RHA8. EAPN Ireland has a Home/Office Hybrid Policy. This involves being in the office a minimum of day per week, and flexibility in attending meetings and events as required.

Reports to: EAPN Ireland Director

Duration: Part-Time, Permanent (subject to funding)

Benefits: The salary range is €31,800 to €37,000 (full time equivalent) or €15,900 to €18,500 half time pro rata, and will be commensurate with experience. Annual leave is 26 days pro rata, exclusive of public holidays.

Job Description

Finance

- 1) Help ensure the smooth day-to-day running of financial operations, in line with our financial operating procedures, and to provide other support to the Director in the financial management of EAPN Ireland.
- 2) Maintain accounting records, including the posting of all income (accounts receivable) and expenditure (accounts payable).
- 3) Ensure the financial transactions are authorized, recorded, filed with adequate supporting documentation, and maintained.
- 4) Carry out monthly bank reconciliations in line with the bank reconciliations procedures.
- 5) Prepare financial returns for all relevant funding bodies and complete financial reports for funders in accordance with funder agreements.
- 6) Assist the Director and Board in developing the annual budget for the organisation and provide regular income and expenditure updates to monitor changes throughout the year.
- 7) Prepare and update an annual cashflow sheet to support the ongoing financial management of the organisation.
- 8) Preparation of allocation of salaries to funders annually in line with the approved budget of each funder.
- 9) Prepare the monthly payroll and submission to Revenue via ROS.ie; maintain payroll records and ensure all payroll matters are carried out in full compliance with Revenue Regulations and payment of PAYE/PRSI to Revenue is made in a timely manner.
- 10) Contribute to funding applications as required.



- 11) Liaise with the auditors in relation to start of audit. Prepare and submit relevant financial records and accounting documents/data needed by the auditors; draft the annual Income and Expenditure Report for audits and oversee all issues related to the audit.
- 12) Liaise with the auditor in relation to completion of the audit and finalisation of the annual financial statements to be presented to the members in time for the Annual General Meeting.
- 13) Update the membership database as necessary for existing and new members.
- 14) Ensure annual EAPN Ireland membership invoice is sent in January of each year to all members.
- 15) Keep track of membership payments and send reminders to members who have not paid.

Administration

- 1) Assist in the update and development of policies and procedures for good governance and for the successful management of administration of EAPN Ireland.
- 2) Take minutes of Board meetings, Finance, Personnel and Governance Sub-Committee meetings and at EAPN Ireland AGM.
- 3) Liaise with Board members in advance of Board meetings.
- 4) Support the communications systems, including maintaining shared outlook contacts.
- 5) Co-ordinate the IT requirements of EAPN Ireland
- 6) Organise travel arrangements and co-ordinate expense claims.
- 7) Liaise with suppliers and others to ensure maximum value for money.
- 8) Contribute to the organisation of EAPN Ireland events and other outputs.
- 9) Ensure all B10 and RBO submissions for all Board members to CRO and RBO are up-to date.

General

- 1) Carry out other duties appropriate to the position as requested by the Director.
- 2) Promote the overall aims and values of EAPN Ireland

Person Specification

The person:

The ideal candidate will be excited to work with a small team to support those involved in EAPN Ireland to realise their ambitious goals of eliminating poverty and inequality in Ireland and the European Union.

Essential Criteria:

- 1) A degree or qualification in a relevant area such as accounting or business/information secretarial course.
- 2) At least two years' experience in a similar role.
- 3) Experience in doing payroll and also monthly payroll submission to Revenue via ROS.ie.
- 4) Experience of using an accounting package.
- 5) Strong financial and administration experience including sending and tracking invoices, managing accounts receivable and payable and maintaining financial records.
- 6) Very competent in the use of MS Office applications, including Word and Excel and Outlook.
- 7) Fluent in Written and spoken English
- 8) Eligibility to work within the EU.
- 9) Excellent communications and interpersonal skills
- 10) Excellent organisational and time management skills and attention to detail.

Desirable Criteria:

- 1) Experience of working in the not-for-profit sector in finance and admin role.
- 2) Experience of financial reporting/returns under the Scheme to Support National Organisations programme administered by Pobal.
- 3) Experience in reporting to funders on expenditure.
- 4) Familiarity with Xero Accounting software/package
- 5) Experience of preparing accounts for audit.
- 6) Ability to work in a team and own initiative.