



Knockanrawley  
Tipperary Town  
Co. Tipperary  
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[www.knockanrawley.ie](http://www.knockanrawley.ie)

**Finance Administrator**  
**Knockanrawley Resource Centre CLG**  
Full-time – 35 hrs / week

**Knockanrawley Resource Centre CLG (KRC)** is a community development centre that delivers a range of social inclusion and community development programmes for individuals, families and communities in Tipperary Town and surrounding areas of South Tipperary since 1991. Our Vision statement is "Community participation for new beginnings". Our mission is to encourage, foster and empower people, groups and the community as a whole to identify and make changes that enhance their lives. To do this we:

- Work with the Community Development Principles of being open to and encouraging participation by, all sections of our community;
- Offer new opportunities for personal, group and community development, training, education and support services particularly to those lacking choice, resources and power;
- Support and work with the community and other groups to promote positive changes in policy that affect them.

KRC implements a holistic approach to community-based service delivery in five key areas: community development, training and education, childcare, parent & family support, and family therapy & counselling.

**Role Purpose**

The financial administrator is required to work as part of the Knockanrawley Resource Centre Management Team implementing objectives and actions to enhance the finance strategy of the company. This financial strategy will be in alignment with the overall policy of Knockanrawley Resource Centre to ensure that financial excellence is at the heart of the Company's success.

The financial administrator will be responsible for the effective and efficient financial management of the organisation and for ensuring that the organisation complies with all statutory financial regulations. The successful candidate will have a recognised accounting qualification and significant financial accounting experience; detailed knowledge of computerised accounting systems; understanding of the financial requirements of State funders and experience of using computerised banking and payroll systems.

## **KEY RESPONSIBILITIES**

### **Financial & General Administration**

- To maintain proper books of accounts, bank statements and reconciliations.
- To prepare Weekly & Monthly Payroll and associated Revenue and Pension contributions.
- EFT and/or cheque payments to suppliers.
- To safeguard the Company's assets.
- Budgeting.
- Preparation of periodic reporting requirements for funders
- Preparation of Monthly Management reports.
- Financial Management & Governance
- The annual preparation of accounts and all documentation required to supply to Auditors for annual Audited accounts.
- Development and Management of the Financial function.
- Assist the Centre Manager with all corporate governance compliance.
- Assist the Centre Manager with the preparation of the Financial Management Risks as part of the overall Risk Policy of the centre.
- Update Charities Regulator requirements
- Assist the Centre Manager with Development of Internal Audit strategies.
- Assist the Board of Management Finance & Audit sub group.
- Carry out other tasks as required throughout the year.

### **Support and Services**

- Maintain and update all relevant administrative systems
- Assist in the preparation of monthly / biannual / annual reports
- Review, develop and maintain efficient and effective administrative and information systems
- Support the organisation of financial training events for project participants /clients

### **Monitoring**

- Monitor the timeliness and accuracy of all financial data returned by programme teams
- Operate performance monitoring systems and processes
- Respond to internal/external queries and information requests, as appropriate
- Organise and participate where necessary in financial training events and contribution to development of financial training support plans
- Provide on-going training and support to programme teams / participants / clients

### **Other**

- Any other duties that may be assigned within the general requirements of the role

## **CRITICAL COMPETENCIES**

### **Professional Service Excellence & Communication Skills**

- Takes ownership and responsibility for the customers' needs
- Fully meets and strives to exceed customers' expectations
- All customers experience a consistent high level of service
- Customers experience a consistent high level of satisfaction
- Creates trust and credibility; displays honesty, integrity and ethical behaviour while engaging with customers and colleagues
- Excellent communication skills that incorporate empathy, listening & understanding, while processing the ability to be confident, calm and assertive in a respectful and clear manner

### **Professional Problem Solving**

- Takes ownership and responsibility for resolving issues
- Has experience of delivering a range of logical, coherent solutions
- Has the ability and confidence to explore and define the actual issue and considers alternatives and resolves decisively
- Takes accountability for actions and demonstrates confidence in decisions made

### **Teamwork**

- Has the ability and desire to work cooperatively with others; collaborating and cooperating to get the job done. Provides support to colleagues to help develop a strong and cohesive team ethos.

### **Attention to Detail**

- Is thorough and precise when accomplishing a task showing concern for all aspects of the job; developing detailed plans; accurately checking processes and tasks, maintaining watchfulness over a period of time

### **Relationship Building**

- Builds and maintains relationships with a network of people who may be able to assist in a business context.
- Recognises the two-way nature of relationships and works to develop mutually beneficial partnerships.
- Interacts with others in a manner that builds respect and fosters trust.

## **REQUIRED EXPERIENCE**

### **Personal Attributes**

- Ability to develop professional relationships with clients / programme participants and colleagues to achieve success
- A structured and organised approach with the ability to prioritise and manage workload
- Demonstrate a flexible and adaptable approach to their work in fast paced demanding environment
- Experience of operating consistently in a changing environment at an optimal level
- Approaches their work in a professional, friendly and courteous manner
- Is confident and approachable while possessing the ability to be assertive as required
- Enthusiastic, pragmatic and motivated in their approach with a “Can Do” attitude

### **Professional Experience**

- Financial accounts/payroll and administration work experience & knowledge
- Experienced in the use of financial packages.
- Experienced in the use of Payroll software and payroll management. (Thesaurus software)
- Strong organisational skills
- Computer literacy particularly in CRM systems and MS packages e.g. Excel, WORD and Outlook
- Knowledgeable of current relevant policies and practices (revenue, pensions, governance, charities regulator, accounting standards, etc.)
- Capacity to review the work of colleagues

### **QUALIFICATIONS**

- Relevant third level qualification (e.g. Certificate, Diploma) or accounting technician / recognised finance qualification equivalent and 4 years relevant experience in a similar financial role is essential.

**Terms and Conditions:**

Garda Vetting is a requirement for this post

**Salary:** €39,000 - €45,000 (commensurate with experience and qualifications) - Employer pension contribution is available for this role

**Annual Leave:** 25 Days (175 hours) plus 5.5 Company Days / year

**Sick Leave:** Two Working Weeks (70 hours) Certified; One Working Week (35 hours) uncertified per year.

**Contract:** Full-time fixed term (35 hours per week) from September/October 2021 – December 2023. A six-month probation period will apply. Contract renewal dependent on funding.

**Application:**

An up-to-date Curriculum Vitae and Cover Letter should be sent to Knockanrawley Resource Centre CLG, Tipperary Town or emailed to [knockcentremanager@gmail.com](mailto:knockcentremanager@gmail.com)  
For further information please contact Tel No: 062 52688 / 083 0763104 or email above.

Closing date for application is Friday 8 October 2021 before 5pm.

Knockanrawley Resource Centre is an equal opportunities employer.

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Incorporated with limited liability No. 190219 and RCN 20027926



EUROPEAN UNION  
Investing in your future  
European Social Fund



Rialtas na hÉireann  
Government of Ireland



etb  
Bord Oideachais agus  
Oiliúna Thiobraid Árann  
Tipperary Education and  
Training Board

