

<b>Job Title:</b>	<b>Finance Administrator</b>
<b>Location:</b>	Head Office, Blanchardstown Corporate Park, Dublin 15
<b>Reports to:</b>	Head of Finance and Support Services
<b>Hours:</b>	21 to 35 hours per week – (Flexible)
<b>Job Type:</b>	Permanent
<b>Job Ref. Code</b>	HR/DUB/ADM/FADM/0824
<b>Salary:</b>	€28,000 per annum. – will be pro-rated to part-time hours.
<b>Purpose:</b>	As part of the Finance team in Coolmine TC you will assist in processing data ( POs , Purchase Invoices, expenses and banking data ) in order to make timely payments to staff and vendors and to enable the finance team to produce accurate monthly accounts.
<b>Contact Email:</b>	<a href="mailto:dylan.murphy@coolminetc.ie">dylan.murphy@coolminetc.ie</a>

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women and families with problematic substance use since 1973. Coolmine believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

**Role Responsibilities: (Include, but not limited to)**

- Work as part of the team in the Head office, ensuring service users are treated with respect at all times.
- Maintain professional and personal boundaries
- Ensure all Health and Safety regulations and standard operating procedures relating to fire procedures, maintenance, critical incidents, safety and well-being of all clients and staff are met.
- Work within the policies of Coolmine Therapeutic Community in order to ensure that a consistent delivery of service, quality standards and best practice are adhered to at all time.
- Undertake other duties as and when requested by the Finance Manager.

### **Administration and Reception**

- Effectively implement work plans.
- Reception duties: answer phones, receipt supplier deliveries etc.
- Provide admin support to the finance office – filing, post, stationary ordering etc.
- Keep records pertinent to the post and observe professional standards ensuring confidentiality of records and security of same.
- Participate in ongoing evaluation and in initiatives to improve the quality of all aspects of the Finance Function.

### **Accounts Payable**

- Management of the mailboxes relating to routine supplier invoices\queries.
- Manage the relationship with supplier and supplier queries.
- Follow procurement process ensuring agreed limits are adhered to with approval sought from correct budget holder (per the Financial Policies and Procedures).
- Accurately code each invoice and post to correct account on Accounts IQ for weekly payment run.

### **Accounts Receivable**

- Provide cover to the Finance Specialist (in periods of absence) for the following processes; New Client Financial Assessment and Sign off, Residential Contribution receipts, WAM (Walk About Money) expenditure

### **Finance**

- Support the Senior Finance Specialist with monthly employee expense claim procedure.
- Check expense claims for numerical accuracy and receipt back-up.

### **Credit Card Management**

- Support the management of the mailbox\process around credit card requests\approval (multiple credit card accounts).
- Match receipts to approvals and post credit card transactions to Accounts IQ
- Prepare reconciliation packs for review by Finance Manager.

### **Person Specification**

#### **Competencies**

- Experience using MS Excel (Intermediate), MS Word and Outlook.
- Demonstratable ability with the double-entry system for bookkeeping
- Experience with standard Accounting software
- Proven analytical and numerical skills and attention to detail.

## **Knowledge & Skills**

- Has excellent communication and listening skills.
- Enjoys working with people, is approachable, and demonstrates warm and friendly mannerisms.
- Is clear and explicit about professional and personal boundaries.
- Clear written and verbal communication skills
- Have a “can do” attitude and a positive solution focused approach to problem solving and conflict resolution.
- Uses assertive behaviour, always demonstrating dignity and respect for self and others.
- Is open to appropriate challenges and confrontation from clients at the required time and place and is open to feedback and appraisal from colleagues and management.
- Capacity to work effectively under pressure
- Committed to meeting the needs of excluded and marginalised people.

## **Competences Required**

- Strong interpersonal skills
- Clear written and verbal communication skills
- Problem solving skills.
- Experience in working and meeting multiple deadlines
- Capacity to work effectively under pressure
- Highly organised with excellent planning and a high level of attention to detail.
- Ability to manage change and be responsive to evolving organisational change.

## **Personal Attributes**

- Integrity, honesty, confidentiality and builds trust with others.
- Ability to foster and nurture reciprocal interactions with children.
- Team player and with flexible approach
- Respect for the values and ethos of Coolmine Therapeutic Community

### **Application Process**

Interested candidates who meet the Person Specification requirements should send their cover letter, CV & Letter of Eligibility (where needed) to Dylan Murphy HR Administrator at [dylan.murphy@coolminetc.ie](mailto:dylan.murphy@coolminetc.ie) before **Wednesday the 4<sup>th</sup> of September**.

Please quote this application reference code HR/DUB/ADM/FADM/0824

***Coolmine Therapeutic Community is an equal opportunities employer.***