

JOB DESCRIPTION



Position: Office Administrator

Reporting to: Manager of The Melting Pot

Location: Castle Street, Roscommon Town F42 R220

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 The Melting Pot 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 financial queries from Staff, Suppliers & Funders
- Maintain records of dinners, shop and café income and expenses on a weekly basis
- Deal with new D4U customer enquiries
- 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 The Melting Pot procedures and Health & Safety manual
- Set up monthly timesheets and submit returns to Pobal
- Attendance of any training courses required by management
- Undertake any other duties as required by the Manager
- Confidentiality to be maintained at all times

Skills/Knowledge Required:

- Excellent IT skills including Sage, MicrOpay & Microsoft Office
- Highly 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
- Strong secretarial skills
- A general understanding of funding applications
- Garda vetting is a requirement

Education:

- A third Level qualification desirable

Experience:

- Minimum of 1 years' experience of office administration including bookkeeping, financial returns, payroll and computerized accounts
- Experience of budgeting and financial record keeping
- Experience of preparing financial reports

Please note the CSP eligibility requirements attached

PLEASE NOTE

This list of duties is not exhaustive and will change in line with the ongoing development of The Melting Pot operations and services.



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



CSP EMPLOYMENT ELIGIBILITY

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