



Granard Motte Community Enterprise CLG

A cover letter & CV should be sent via email to info@granardmotte.ie referencing the job role you are applying for in the subject line, or by post to GMCE CLG, Dublin St., Rathcronan, Granard, Co. Longford, Ireland. N39 DE06 by *12 noon on Friday 17th January 2020*

Job Description: Part-Time Accounts & Admin Officer

The Accounts & Admin Officer is a key role with responsibility for the recording and management of day to day financial data and reporting. This role will facilitate the smooth operation of the business and the financial transparency required of a social enterprise. The Accounts and Admin Officer will report directly to the General Manager.

Typical responsibilities of the job include:

- Developing and implementing office systems and procedures, controlling correspondence and designing offline and cloud-based filing systems
- Completion of weekly and monthly account reconciliations and income/expenditure reporting and ongoing monitoring of same
- Recording of customer activity and preparing and sending out of customer invoices
- Preparation and the submission of reports – PRSI, VAT, Funding bodies and end of year financial returns as required
- Provision of administrative support to the General Manager
- Updating and maintaining customer and supplier contacts databases
- Attending training and networking opportunities and events as required
- Assisting with the delivery of tours and visitor meet and greets as required
- Full understanding of Anglo-Norman history as associated with the Centre and delivery of full tour script on tours
- Dealing with any other business that facilitates the running of the Centre as required by the General Manager or GMCE Ltd.

Qualifications and training required

Graduates with degrees in finance-related fields, business studies, marketing, management or journalism are normally at an advantage. However, relevant work experience in accounts and administration will be considered in lieu. Work experience can be gained via seasonal or vacation employment, or by working as a volunteer or paid assistant in a finance-related role. Accounts admin experience gained in the social enterprise or tourism space would be very helpful. Experience in Microsoft Office & Excel is required, and experience in any financial reporting packages such as Sage is advantageous.

Further Information:

- 19.5 hr working week on any day across 7 days.
- Occasional evening work may be required but time off will be given in lieu.
- A competitive remuneration package will be offered to the successful candidate.
- There will be a six-month probation period.
- Applications are particularly welcomed from those on the Live Register.
- The closing date for applications is *12 noon on Friday 17th January 2020.*

Granard Motte CLG is an equal opportunity employer

This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme.

