
Nano Nagle Place Bookkeeper/Administrative assistant: Job Description

Nano Nagle Place is dedicated to

- becoming Cork's best heritage & visitor destination telling the inspirational story of Nano Nagle by celebrating and bringing alive Nano Nagle's educational, community inclusion and spiritual vision for a contemporary world;
- becoming Cork's preeminent community education hub; and
- being a welcoming and inclusive oasis of beauty, ecology, reflection and spirituality.

Job Description:

The Nano Nagle Place Bookkeeper - Administrative assistant is a part time role that will support the Business Manager in fulfilling our day-to-day accounting and finance requirements, as well as providing administrative support to the company.

This will initially be a 1-year contract with 6 months' probation, with the view to a permanent contract

Financial and administrative background of the company

Nano Nagle Place is the trading name of the South Presentation Centre CLG. We are a registered Charity and as such follow the rules and regulations as set out by the Charities Regulator. The new SORP rules and regulations will need to be implemented, although they are already generally adhered to. The company has a complex VAT structure, with areas being VAT-able, non-VAT-able and dual purpose. This poses a challenge in our accounting and administrative support systems. There are several widely varying income streams in the company; lease income, shop sales, ticket sales, room rental and office rental being some of them. In 2017 the company opened its doors and at the end of 2018 the company finished the development phase.

For 2019, the general financial plan is to build up and solidify our procedures and systems. In addition, there needs to be a robust filing system that will satisfy future Revenue or Charities Regulator audits.

The administrative plan for 2019 is similar: we will start building and implementing reporting systems; for example, for shop sales, utility usage, quality procedures etc.

This role has the following key purposes:

- Managing the company's debtors and creditors
- Controlling expenses and cash receipts
- Reconciling bank and cash
- Preparation of periodic tax and VAT returns
- Payment of creditors and credit control of debtors
- Processing of payroll
- Administrative support for management
- Assist with developing various reporting systems

Main duties & responsibilities:**1. Bookkeeper**

- Maintenance of Petty Cash system including Control account balance.
- Recording of cash receipts.
- Posting credit card expenses to Sage Line 50.
- Posting periodic bank lodgements.
- Bank reconciliation in Sage.
- Raising of sales invoices in Sage.
- Ensuring timely payment by customers.
- Posting of debtor receipts in Sage.
- Periodic reconciliation of customer accounts.
- Processing and filing of approved supplier invoices on Sage.
- Dealing with supplier queries.
- Assisting with supplier payments processing.
- Posting and allocation of supplier payments on Sage.
- Reviewing and filing of supplier statements.
- Periodic reconciliation of supplier accounts.
- Assisting with preparation of monthly management accounts and reports.
- Preparing bi-monthly VAT returns.
- Processing of payroll.
- Processing of Revenue Returns.
- Dealing with payroll queries from employees.
- Posting monthly payroll journal to Sage.
- Payroll control account reconciliation.

2. Administrative:

- Develop databases in Excel to improve reporting.
- Assist or instruct staff in usage of Word/Excel/Outlook.
- Assist in HR administration.
- Any other duties that may reasonably be required from time to time consistent with the general level of responsibility of the post.

Essential qualifications and requirements:

- Minimum of 3 years' experience in a similar role;
- Relevant bookkeeping or other finance related qualification;
- Knowledge of Irish VAT principles;
- Strong knowledge of accounting principles;
- Payroll experience, preferably Thesaurus or BrightPay;
- Advanced user in MS Office, especially Excel;
- Experience using Sage 50. Experience with other accounts software may suffice;

Personal qualities:

- Be organised;
- Have good inter-personal skills, but also feel comfortable working alone;
- Multi-tasking is second nature;
- Be able to meet deadlines;
- Love working with spreadsheets

Wage:

- Between €13.65 and €16.39 per hour, depending on experience.

Garda vetting:

- To comply with our Child Safeguarding policy, we require that all staff (and volunteers) at all levels complete a satisfactory Garda vetting process.

References:

- We will seek references from (and follow up with) two referees.

Working hours, patterns and environment:

- 15 hours per week;
- 24 days holidays based on full time (37.5 hrs) employment, is 9.6 days pro rata;
- Work times or days are flexible, in agreement with the Business Manager;
- You may occasionally be required to work weekends or evenings;
- Overtime is not paid but time in lieu can be agreed with the Business Manager.

Responsible to:

- Business Manager

Application process:

Deadline for receipt of applications is 12 noon on 25th January 2019.

Please apply with a curriculum vitae and covering letter to fred@nanonagleplace.ie.

Interviews will take place at Nano Nagle Place, Douglas Street, Cork City. Date yet to be decided.