

Job Title:	Finance and Administration Officer
Location:	Dublin
Reports to:	Finance and Procurement Manager
Hours:	Monday 9am – 1.00pm Tuesday 9am – 1.00pm Thursday 9am – 2.30pm Friday 9am – 2.30pm Some out of hours work may be required.
Job Type:	Part-Time
Salary:	€15.38 per hour
Purpose:	To assist in the effective running of the Finance Department.
Contact Email:	karl.mooney@coolminetc.ie
Application Ref.	HR/DUB/ADM/ADMFIN/0123

Coolmine is a leading drug and alcohol treatment service providing community, day and residential services to men and women with problematic substance use and their families in Ireland established since 1973. Coolmine Therapeutic Community 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, Reception and Finance

- Effectively implement work plans.
- Reception duties: greet visitors to head office, answer phones, open gate for visitor entry, 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.
- Monitoring of mailboxes relating to Routine Supplier invoices/Queries.
- Maintain good relationships with Suppliers.
- Accurately code each Routine invoice and post to correct account on Accounts IQ for weekly payment run.

Cover for Finance Team

- Receive full training to cover for Finance Specialists in periods of their absence:

Accounts Receivable

- New Client Financial Assessment and Sign off, Residential Contribution receipts, WAM (Walk About Money) expenditure
- Raise ad-hoc invoices in relation to Donations, Fundraising and State Funding as required and chase overdue payments on same.

Accounts Payable

- Accurately code Non-Routine invoices following procurement processes and post to correct account on Accounts IQ for weekly payment run.

Other Finance Functions

- Assist the Senior Finance Specialist with monthly employee expenses claims and Credit card processes.

Payroll Administration Cover

- Provide cover to the Senior Finance Specialist (in periods of absence) for payroll process.

Events

- Assisting the Communications & Fundraising Executive during events when required.

Person Specification

Competencies

- Experience using MS Excel (Intermediate), MS Word and Outlook.
- Demonstratable ability with the double-entry system for bookkeeping (debits and credits, accruals, prepayments etc).
- Experience with standard online Accounting software (Accounts IQ preferable)
- Experience setting up and maintaining both manual and computerised filing systems.
- 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, demonstrating dignity and respect for self and others at all times.
- Capacity to work effectively under pressure

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Karl Mooney, HR Generalist karl.mooney@coolminetc.ie

Please quote this application reference: **HR/DUB/ADM/ADMFIN/0123**

The closing date for applications is **Monday 13 February 2023**.

Coolmine Therapeutic Community is an equal opportunities employer.