



# Youth Work Ireland

Position:	FINANCE ADMINISTRATOR
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## JOB DESCRIPTION

Function:	To provide administrative support to the Finance Facilities and Administration Office and the Head of Finance
Reporting to:	Head of Finance YWI
Liaising with:	Member Youth Service Personnel including Staff and Volunteers, designated agencies, colleagues in National Office and Youth Work Ireland Board Members
Principle Duties and Responsibilities:	<p>Finance</p> <ul style="list-style-type: none"> <li>• Administering Payroll (Monthly)</li> <li>• To Provide Administrative Support to the Head of Finance</li> <li>• To Manage YWI Debtors and collect company debts in a timely fashion, checking the Sage debtors list is up to date and free of errors, contacting debtors when necessary</li> <li>• To Manage YWI Creditors, inputting these on Sage and ensuring the creditors listing is up to date and free from errors</li> <li>• Administering the expenses claims for all Staff, Volunteers and Board Members</li> <li>• Administering Monthly Regional Grants</li> <li>• Administering Quarterly European Grants, including the updating of the Peace Funding Portal</li> <li>• Working with Project Managers to support the reporting and funding for ERASMUS and other EU Funding</li> <li>• Administering the Membership Fee system for Youth Work Ireland</li> <li>• Administering and assisting in the reporting of monies raised in Organisational Fundraising</li> <li>• Assisting in the reporting of funding from Corporate and Statutory Sources</li> <li>• Assisting the HOF with POBAL and other such audits.</li> <li>• Maintaining the Fixed Asset Register</li> <li>• Writing weekly Bank payments cheque/requestions, inputting and recording of same</li> <li>• Maintaining Lodgement Records/Cashbook, inputting into Sage and lodgements to Bank</li> <li>• Online Bank Payments</li> <li>• Monthly Bank Reconciliations</li> <li>• Assisting in the processing of the annual MYS grant applications to the relevant Department</li> <li>• Ensuring the Finance Policy is a live document and review with Head of Finance on a regular basis</li> <li>• Providing general administrative support to Finance Department</li> <li>• General Maintenance of filing systems, ensuring proper records are kept</li> </ul>





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	<p>Insurance</p> <ul style="list-style-type: none"><li>• Day to Day Administration of YWI Insurance and YWI Youth Club Insurance</li><li>• Provision of reports on the Insurance Scheme, detailing any accidents, claims and their progress</li><li>• Liaising with the Insurance Provider</li></ul> <p>General</p> <ul style="list-style-type: none"><li>• To participate in all organisational structures as required by the CEO which will achieve a co-ordination of effective service to our Member Youth Services and external customers/clients.</li><li>• Offer hospitality to visitors to National Office and ensure that they always feel welcome</li><li>• Work with MYS Staff as required and ensure good communication between National Office and Member Youth Services</li><li>• To ensure the photocopier is working and report any faults and send in photocopier readings</li><li>• To sort the incoming post and prepare and make ready all outgoing post</li><li>• To ensure the Franking Machine is working and to report any faults</li><li>• To liaise with suppliers as well as keeping records of stationary ordered by staff</li><li>• The above duties and responsibilities are not conclusive and may be subject to some change</li></ul>
Competencies	<ul style="list-style-type: none"><li>• Ability to act with discretion and to always maintain confidentiality</li><li>• Strong background in Finance and Administration</li><li>• Experience using computerised accounts and Excel</li><li>• Payroll Experience</li><li>• Strong Communication Skills both written and verbal</li><li>• Excellent time management and prioritisation skills</li><li>• Experience of working with the statutory sector in the administration of grants</li><li>• Ability to Work as a member of a team and across teams</li><li>• Experience in working in a not-for-profit environment</li></ul>





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**ADMINISTRATION GRADE 2 (Incorporating Personal Assistant Role)**

1. €31,943.14, 2. € 32,941.92, 3. €33,938.31, 4. €34,937.10, 5. €35,935.89, 6. €36,933.48, 7. €37,932.26, 8. €38,931.04, 9. €39,927.43, 10. €40,926.22, 11. €41,925.00, 12. €42,922.59, 13. €43,921.37, 14. €44,920.15, 15. €45,916.55, 16. €46,915.33, 17. €47,914.12, 18. €48,911.70 19. €49,910.4



An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth

