



## **PART TIME ADMINISTRATION OFFICER JOB SPECIFICATION - OCTOBER 2019**

### **1. Introduction**

Wicklow Uplands Council (WUC) works for the sustainable use and enjoyment of the local landscape in partnership with those who live work and recreate there. Approaches used by the Council include co-operation, consensus, partnerships and the development of projects which bring value to the area. The Council has individual and organisational members.

WUC is seeking to recruit a part time Administration Officer (initial 16hrs/week). The contract will initially be for one year and subject to a three month probationary period and performance review. The Administration Officer will have responsibility for implementing the financial and administration requirements of two companies; WUC and WUC SUAS. The sole operation of WUC SUAS is the implementation of the SUAS project. The post will be based at WUC's office in Roundwood, Co Wicklow. Some degree of flexibility in working hours may be required.

The Administration Officer will be required to administer WUC's accounts and the SUAS Project account and therefore WUC is seeking a highly organised, capable individual who can multi-task effectively and prioritise key tasks.

### **2. Specific duties and responsibilities of the post include:**

#### **Bookkeeping:**

- Managing SAGE Accounts for two companies (WUC and WUC SUAS)
- Managing and processing payments, bank lodgements and petty cash
- Payment of invoices and maintaining a spreadsheet of all payments for the PURE Project
- Preparing and managing monthly Thesaurus payroll
- Preparation of monthly and quarterly management accounts for Executive and Board meetings
- Revenue returns and annual tax clearance cert
- Preparation of files for annual audit
- Submission of annual return to the charities regulator

#### **Administration:**

- General administration and office duties e.g. filing, copying, printing and assisting in the preparation of documents
- Submitting records of changes in Directors to CRO
- Maintaining a record of WUC membership and ensuring membership fees are paid
- Maintaining a WUC mailing list both electronic and postal
- Assisting in preparation for WUC AGM and taking of minutes at AGM
- Distributing notices, newsletters, notice of events etc. to WUC members
- Mail out of biannual WUC newsletter
- Acting as a point of contact for members and general public
- Stationery Management
- General Assistance to WUC Coordinator

### **3. Essential Requirements**

- Previous experience working in an Accounts Admin/ Payroll Admin role is essential
- Experience of Sage Accounts package preferable
- Candidates must be highly organised with excellent time management skills and keen attention to detail
- Proficiency in Microsoft Office packages (Outlook, Word, Excel)
- Excellent communication and interpersonal skills
- A professional and enthusiastic attitude and friendly disposition
- Ability to work unsupervised
- Flexibility to work hours

### **4. Guidelines on Desirable Skills**

- Familiar with/ Experience of working in the community and voluntary sector
- Familiar with the Charities Regulator and the Governance Code
- Familiar with the Wicklow Uplands, upland & rural affairs, rural development, outdoor recreation etc.

### **5. Accountabilities**

The Administration Officer reports to the Co-ordinator.

### **6. Contract Terms:**

Duration: An initial one year contract, subject to a three month probationary period

### **7. Salary:**

Commensurate with experience

### **8. Informal enquiries / supplementary information to:**

Wicklow Uplands Council Ltd.

The Parish Hall, Main Street

Roundwood

Co Wicklow

info@wicklowuplands.ie

Tel: 01 2818406

### **9. Application Process**

Email applications with CV and cover letter for attention of, Brian Dunne, Coordinator, at the above address. Closing date: 5pm Wednesday, 30th October 2019

### **10. Website:** [www.wicklowuplands.ie](http://www.wicklowuplands.ie)