

Finance Administrator

DLDC is a community-led local development company covering all of County Donegal except the Inishowen area. We work to improve the opportunities for people and communities in Donegal to bring about positive changes in their own lives and in their community.

The finance and administration team plays a vital role in managing the financial resources and administrative aspects of DLDC to ensure operational efficiency and compliance with funders and regulations. We require a Finance Administrator to work as a member of the Finance Team, reporting to the Finance and Administration Manager.

The post holder will be responsible for carrying out routine financial processing tasks, such as invoicing and payments. They will support the team in the production and maintenance of the prime books of record as part of the company's monthly management accounts.

A minimum of 2 years' experience in a finance team, or similar administrative role involving processing of payments, OR · A related third level qualification with some relevant finance administration experience is required.

To apply for the position: Please submit by email a **Letter of Application together with current Curriculum Vitae** to: HR Department, clearly outlining how you meet the criteria, to: vacancies@dldc.org

Applications to arrive no later than **Friday 29th March 2024**. Job Descriptions are available from vacancies@dldc.org and also on the DLDC website www.dldc.org. Interviews are likely to take place on the week of **8th of April 2024**. We reserve the right to enhance the shortlisting criteria. A panel may be formed from which similar vacancies may be filled.

Donegal Local Development CLG is committed to a Policy of Equal Opportunity. Canvassing will disqualify.



Rialtas na hÉireann
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An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



Comhairle Contae
Dhún na nGall
Donegal County Council



“The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Government of Ireland, through the Department of Rural and Community Development, and the European Union”.

DLDC - Job Description

Job Title:	Finance Administrator
Reporting To:	Finance Administration Manager
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	<p>DLDC is a community-led local development company covering all of County Donegal except the Inishowen area. We work to improve the opportunities for people and communities in Donegal to bring about positive changes in their own lives and in their community.</p> <p>The finance and administration team plays a vital role in managing the financial resources and administrative aspects of DLDC to ensure operational efficiency and compliance with funders and regulations.</p> <p>We require a Finance Administrator to work as a member of the Finance Team, reporting to the Finance and Administration Manager. The post holder will be responsible for carrying out routine financial processing tasks, such as invoicing and payments. They will support the team in the production and maintenance of the prime books of record as part of the company's monthly management accounts.</p>
SALARY:	Project officer level salary
Conditions of Work:	<ul style="list-style-type: none"> • The Finance Administrator will be required to work 35 hours per week. • The contract is of indeterminate duration and is subject to continued funding. • Performance in the role will be reviewed on a quarterly basis and a probationary period of six months will apply. • The role will be based in Letterkenny. • Hybrid working optional following completion of successful probationary period.
Main Duties	
1	<p>Financial</p> <ul style="list-style-type: none"> • Completion of company purchase orders and maintenance of the purchase order system. • Completion of payment request forms ensuring supporting documentation is in order as per financial procedures. • Scanning and uploading of payments into the Finance SharePoint and Sage system. • Filing of payments and financial records including completing of files closure checklists. • Dealing with payment queries as they arise. • Support the Finance Officer with completion of sage entries. • Support the Finance Officer with banking requirements. • Undertake audit and verification work in respect of project files inc grant claims. • Play an active role in programme and company audits as they arise. • Work under the guidance of the Finance Officer in assisting with the production and maintenance of the prime book of records. • The finance administrator will also assist in undertaking audit and verification work in respect of projects funded and service activities delivered by the company.
2	<p>General Duties</p> <ul style="list-style-type: none"> • Provide Reception cover 1 day per week, and as required. • Deal with finance related telephone calls, taking messages, referring calls and answering queries as required. • Produce reports, papers, proposals, letters, memos or charts using Excel, Word, and PowerPoint as required.

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	<ul style="list-style-type: none"> • Take routine direction from the Finance and Administration Manager • Provide administrative assistance to Programme staff on financial issues. • Be willing to work evenings and/or weekends as required. • Contribute to special projects as required. 	
3	<p>Report Writing and Record Keeping</p> <ul style="list-style-type: none"> • Maintain accurate and up-to-date records ensuring compliance with Funders, Regulators and GDPR. • Preparing reports as directed by the Finance & Administration Manager. • Ensure that documentation and files are maintained for inspection by the Company Auditors, LCDC, Pobal and other relevant monitoring bodies. 	
4	<p>Serving DLDC</p> <ul style="list-style-type: none"> • Work as part of a team within DLDC and participate in initiatives as required. • Support DLDC Departments, Programmes and Working Groups related to finance processes for future funding opportunities. 	
5	<ul style="list-style-type: none"> • <i>Note, this list is not exhaustive and may be amended in order that all role requirements are fulfilled and responsibilities that may be assigned from time to time in pursuance of the specific aims and objectives of the Company.</i> 	
Core Competencies		Essential
1	Knowledge & Experience of Finance	<ul style="list-style-type: none"> • A minimum of 2 years' experience in a finance team, or similar administrative role involving processing of payments, OR • A related third level qualification with some relevant finance administration experience. • An understanding of a business payment process. • Strong attention to detail and quality orientation. • Ability to organise own work to meet deadlines. • Good working knowledge of MS Office and file management systems e.g. SharePoint
2	Interpersonal & Communications Skills	<ul style="list-style-type: none"> • Ability to communicate effectively in a business environment with ability to maintaining effective relationships. • Have the ability to work on own initiative and as part of a team. • Excellent communication skills both verbal and written
3	Motivational Skills	<ul style="list-style-type: none"> • You will be required to be flexible and motivated, with ability to manage own work, and meet deadlines within the Finance & Administration team. • You will demonstrate the highest integrity in serving employees and clients, working alongside your team.
4	Problem Solving Skills	<ul style="list-style-type: none"> • Ability to collect, organise and analyse data, having a systemic approach to solving problems.
5	Project Management Skills	<ul style="list-style-type: none"> • You will have experience in producing timely and relevant reports. • A good working knowledge of the standard family of business and finance related software and IT packages, excellent MS office experience. • Strong administration and time management skills with the ability to prioritise work.
6	Other	<ul style="list-style-type: none"> • Permission to work in Ireland.

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Core Competencies	Desirable
<ul style="list-style-type: none"> Knowledge & Experience 	<ul style="list-style-type: none"> Have a working knowledge of Accounting software systems, Sage or equivalent. Hold a clean, current driving license.
<p>DLDC reserve the right to enhance criteria, dependant on response to the advertisement. A panel may be formed from this recruitment process.</p>	

Application Process

To apply for the position, **please submit by email, a cover Letter of Application together with current Curriculum Vitae and clearly outline how you meet the criteria to: HR Department at: vacancies@dldc.org**

- Applications **without a covering letter** will **not** be accepted.
- The closing date for receipt of applications is **Friday 29th March 2024** and no applications will be accepted post deadline.
- *Interviews are likely to be held on week of 8th April 2024*

DLDC is an equal opportunities employer and welcomes applications from all suitably qualified applicants from within the team. We have measures in place to ensure that no job applicant receives less favourable treatment on the grounds of race, gender, civil status, family status, age, disability, religion, sexual orientation, or membership of the Traveller Community. Canvassing will disqualify.