



Finance and Administrative Coordinator

Detailed Role Specification

Where: Inishturk Island, Mayo

Employer: Inishturk Community Club CLG

Contract: Part-time (30-hour week)

Duration: Permanent post with funding from the Department of Community and Rural Development via Comhar na nOileán

Remuneration: €33,000 per annum

Inishturk Community Club CLG is a social enterprise responsible for community development and operating facilities on Inishturk Island including a community center, bar/restaurant, shop, activity pitch & tourist accommodation. We are currently seeking a qualified and experienced individual to fill the role of Finance & Administration Coordinator. The successful candidate will work primarily on the Community Development Programme with the Inishturk Development Manager.

This is a part-time position requiring 30 hours per week, and the salary will be commensurate with the candidate's qualifications and experience. We are open to fully remote and hybrid options.

The ideal candidate will be highly motivated, possess excellent organisational skills, and have the ability to work independently.

Life on Inishturk

Though facilities have vastly improved on the islands in recent decades and Inishturk is no different, living on a remote island is a different experience to living on the mainland. For those who value nature, community and the peace that comes with space in a place with a small population, Inishturk can be a hugely nourishing and regenerative place to live. We also enjoy mainland-quality internet access that helps us stay connected to the mainland and world around us. For those with children, it offers a great primary school with small class sizes. Living on the island also involves ferry crossings and even sometimes ferries not crossing due to bad weather. If you would like to speak with a member of our community who has moved to the island recently to get a feel for it, just let us know. In terms of housing, the board of Inishturk Community Club is committed to supporting any successful candidate in securing accommodation on Inishturk Island if required, either as an individual or as a family moving to the island.

Key Responsibilities

Specific duties for this role include:

Be responsible for all aspects of the organisation's finance, administration, and budget concerns.

- Responsibility for all aspects of the company finances, under the direction of the Community Development Coordinator, including any investments or capital expenditure.
- End-to-end management of A/R and A/P ensuring all liabilities are paid in a timely manner & transactions are recorded on QBO
- Complete relevant VAT & PAYE/PRSI Returns for the company ensuring 100% tax compliance with the Revenue Commissioners.



- Create monthly progress and financial update reports, quarterly and annual management accounts for review by the board
- Attend board meetings as requested to provide financial reports.
- Attend monthly Finance, Audit, and Risk subcommittee meetings.
- Work with the Development Manager to create and maintain financial projections, including a working budget for the current year and high-level 3 year financial projections.
- Manage cash flow and maintain cashflow projections.
- Oversee expenditure and ensure it is in line with approved expenditure policies established by the board.
- Oversee all traded income.
- Manage drawdown and reporting requirements for grants and community programmes liaising as necessary with Pobal, Comhar na hOilean and others.
- Have responsibility for all Inishturk Community Club CLG accounts.
- Responsibility for IBB Banking and managing cash lodgements.
- Prepare for AFS and liaise with the auditor regarding any financial queries that may arise during the audit.
- Manage payroll for the organisation ensuring compliance with relevant legislation and community programme rules.
- All lodgements and daily takings books for Club, Shop, and Restaurant are recorded and entered as invoices and deposits on Quick Books.
- Manage and implement best practices of the financial function in line with our Finance Management Policy, and provide ongoing support to the Development Manager.
- Work with the Development Manager on fundraising initiatives.
- Suggest ongoing improvements to the financial function.
- Managing and processing applications for the Rural Social Scheme (RSS) and Community Employment (CE) programme. This involves managing timesheets, sourcing materials, claiming grants, and administering records. You will also be responsible for providing reports on the RSS to various stakeholders.
- Assisting the Inishturk Island Development Manager in aligning funding applications with the Inishturk Vision 2050 Strategic Plan and Our Living Island Strategy. This includes supporting procurement, contracting, implementation, and reporting on projects.



- Dealing with members of the island community, suppliers, contractors and government services at a variety of levels through various means of communication. This will involve answering inquiries, providing assistance, and resolving complaints.
- Carrying out a range of administrative tasks including preparing letters/documents/presentations for public circulation, typing, minute taking, report/return preparation, filing, arranging meetings, receipting/balancing payments including cash, and handling deliveries.
- Dealing with correspondence and collating data/information for reporting. This involves organising and maintaining records and providing updates as needed.
- Assisting in the implementation of operational work activities and supporting the Development Manager and colleagues. This includes using Word, Excel, Outlook, and other related software. Additionally, you may be required to act for an employee of a higher grade and perform other duties as assigned from time to time.

Candidate profile

Required skills & attributes:

- To carry out the above role, the essential skills and attributes required are:
- Strong knowledge of accounting and bookkeeping procedures with at least 4 years of relevant experience.
- Excellent team-working skills.
- Ambitious and hardworking with the ability to communicate effectively.
- Confidence in building strong relationships as you'll be dealing with a variety of people at different levels across the organisation as well as external suppliers.
- Highly numerate and analytical.
- IT skills should include strong fluency in cloud accounting software, (QBO preferable) and Microsoft Office/GSuite.
- Ability to manage and prioritize the finance function's workload to meet the deadlines.
- Self-motivated and able to provide direction.
- Experience in a non-profit or charity is desirable.
- Work experience as a Finance Manager, Administrator, Finance Assistant, Account Administrator, or similar role.
- Proven record of supporting project delivery, programme, activities, and services at the community level.



- Proficiency in digital technologies and tools to support the delivery of projects and services at the community level.
- Ability to work on own initiative and in collaboration with other partners to solve problems creatively.
- Knowledge of good corporate governance and the statutory obligations of charitable organizations and CLGs.
- Possess organization and time-management skills.
- Excellent attention to detail, with the ability to spot numerical errors.

Able to speak, read and write English to IELTS Level 8 (Expert User).

Diversity & Inclusion

Inishturk Community Club CLG is committed to diversity in appointments to the Board and Committees, in terms of: gender; age; ethnicity; sexual orientation; the inclusion of members of those native and new to the island; geography in terms of residence or place of business on the island of Ireland (including both legal jurisdictions).

Terms

- The normal working week is thirty hours, Monday to Friday, excluding breaks.
- Core hours are 10.00 am to 4.00 pm, with a break from 1.00 to 2.00 pm. Outside core hours, two hours can be used flexibly each day as best suits work needs.
- Time-off in lieu (TOIL) is available in return for hours worked in evenings and weekends where required. TOIL should be used within a calendar month of the overtime work if possible.
- The salary scale for the post starts at €33,000
- Pension Employees have the right to contribute to a Personal Retirement Savings Account (PRSA) through their employment. In order to facilitate this Inishturk Community Club Ltd will make deductions from payroll at the employee's request. Inishturk Community Club makes a provision for pension (at the rate of double the employee's contribution and subject to a maximum of 10% of their gross salary) for employees who are paying into a PRSA, who have successfully completed their probationary period. This provision is subject to continued funding from the Department of Tourism, Culture, Arts, Gaeltacht, Sports and Media.

How to apply

To apply for this position please send your letter of motivation and CV to chairperson@inishturkisland.com The closing date for receipt of applications is 5pm, April 15th 2024