



**Shine**



Supporting people affected by mental ill health

<b>Job title:</b>	Finance Administrator
<b>Reporting to:</b>	Finance Manager
<b>Contract:</b>	28 hours a week, permanent contract
<b>Salary:</b>	€29,075 per annum for 28-hour week
<b>Location:</b>	Shine's head office in Maynooth

### **About Shine**

Shine is a national organisation providing information and support for people affected by mental health difficulties. We aim to empower people with mental health difficulties and their families through support, information and education. We also advocate for social change by promoting and defending the rights of all those affected by mental health difficulties to equal support and quality services.

### **Purpose of Role**

The purpose of this role is to facilitate the day-to-day finance of the organisation. This is a varied role requiring good organisation and multi-tasking skills, as well as excellent interpersonal skills and experience. This position is often privy to confidential information and requires discretion and confidentiality.

### **DUTIES AND RESPONSIBILITIES**

#### **Duties include:**

- Recording of all invoices onto Sage Cloud 50 using correct nominal details together with payment and reconciliation
- Maintaining the filing system of all invoices etc.
- Recording all receipts including membership and reconciling to bank statements, together with monthly cashflow reports
- Maintaining Shine's petty cash
- Preparation of monthly payroll and expenses for all employees using sage pay
- Participate in month end processing and annual audit
- Assist with completion of service level agreements

- Prepare for meetings with the board and sub committees and National Management team (i.e., schedule, prepare logistics, attend, minute, and distribute materials for scheduled meetings).
- Any other duties that may be required by Shine

## **PERSON SPECIFICATION**

- Good knowledge of accounting and bookkeeping procedures
- Experience using accounting software (Sage Cloud 50)
- Experience using payroll software (Sage pay)
- Strong IT skills / computer literate (Microsoft Office Packages e.g SharePoint)
- Excellent written and verbal communications skills
- Excellent organisation and time management skills
- Ability to manage varied tasks simultaneously working effectively as a team member and on your own initiative
- Fluent written and spoken English.

## **EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

- BSc degree in Finance, Accounting or accounting technician qualification or equivalent relevant experience.
- Minimum of 2 years' experience working in a finance administration role.

### **Shine benefits include:**

- Support and supervision provided by your line manager on a regular basis.
- Training and ongoing professional development.
- Pension contribution scheme
- Flexible working hours.
- Access to Employee Assistance Programme.
- 24 days annual leave per annum (pro rata for part time employees) plus one wellbeing day per annum.
- Bike to work scheme.
- Paid maternity and paternity leave.

## **APPLICATION PROCESS**

**Application is by official Shine Application form ONLY.** CV's will not be accepted. Send your completed Application Form in Microsoft Word or PDF format to [recruit@shine.ie](mailto:recruit@shine.ie)

**Application Deadline:** 5pm on Monday 25<sup>th</sup> September 2023.

**Conditions of Appointment:** All offers of posts are subject to completion of HSELand Children First E-learning programme prior to commencement of employment.