



## **Administrator**

### **Job Summary:**

The Administrator will provide full secretarial and administrative support to the company, as required for the effective and efficient operation of the service.

### **Overall, duties may include:**

- To provide secretarial and administrative support, including typing, record keeping, filing, input and maintenance of data information etc. as required.
- To prepare and maintain, in cooperation with the Regional Manager, full and proper financial records of all transactions carried out on behalf of the company and where appropriate, preparing weekly payroll, bank transactions and submitting PAYE/PRSI returns.
- To perform reception duties during opening hours of the service.
- To work in an administrative capacity with the Regional Manager and including maintenance of the MABS database and updating details/data relating to the Loan Guarantee Fund.
- To prepare and assist in the collection of data for the monthly, quarterly and annual reports.
- To be responsible for the compiling and collating of statistics for the Company and the Citizens Information Board.
- To type the minutes of Management Committee meetings where required, and to maintain files relating thereto.
- To undertake ongoing training and professional development, appropriate to the position.
- To attend seminars and meetings when directed by the Regional Manager.
- To perform other duties appropriate to the role which may be required and agreed with the Regional Manager from time to time.

## **Person Specification**

### **Minimum Educational Qualifications:**

- An administration qualification QQI Level 5 or similar qualification to include excellent computer literacy and competency in Microsoft Office.
- A minimum of 1 year's Administrative experience ideally within the service industry.

### **Essential Knowledge, Skills and Experience:**

- Ability to provide comprehensive secretarial and administrative support to the Board and team.
- Excellent attention to detail.
- Knowledge of and skills in maintaining records/files.
- Excellent IT skills including familiarity with uploading information to website
- Excellent numeracy skills.
- Knowledge and skills in preparation and maintenance of full and proper financial records and banking procedures.
- Experience in maintaining databases.
- Ability to and experience of working as a member of a team or on own initiative.
- Experience in arranging events and meetings.
- Experience in Minute taking.
- Excellent verbal and written communication
- Ability to work to meet agreed objectives

### **Desirable Knowledge, Skills and Experience:**

- Proven ability to work in an extremely busy office, retaining focus at all times.
- Proven ability to prioritise workload.
- Fluency in the English language.
- Switchboard operation
- Confident, discreet and professional at all times.
- Flexibility regarding meeting agreed deadlines
- Proven ability to communicate effectively, efficiently and appropriately with all colleagues, including management and other external individuals.

## **Terms and Conditions**

**Salary:** The Administrator Scale is currently €27,844 to €41,093 pro-rata (including 2 long service increments). It is anticipated that new entrants to the MABS service will be appointed on the 1<sup>st</sup> point of the scale. Incremental credit, should it be awarded, will be based on previous relevant experience as set out on application form and cover letter.

Hours of work for part-time posts are 17.5 hours per week.

### **Application process:**

Application **must** be made on the **Administrator Application Form** and submitted with a covering letter by post to the Regional Manager at North Leinster Money Advice & Budgeting Service, Regional Office, 1<sup>st</sup> Floor, 1B Brews Hill, Navan, Co. Meath C15 XR8Y

**Closing date: 10/09/19.** Late applications will not be accepted.

MABS is an equal opportunities employer.

MABS is funded and supported by the Citizens Information Board