

**Role**                      **Accounts Administrator**

**Reporting to**            Chief Executive

**Time**                      Five days per week, 37.5 hr working week

## **Principal Duties and Responsibilities**

### **Book-keeping**

- Managing Debtors and Creditors Ledger
- Creating invoices/proforma invoices for Engaging Dementia products and services
- Managing payments and receipts
- Maintaining pricing lists and ensuring the prices kept updated on online booking system
- Running off reports from TAS
- Carrying out regular internal checks to minimise error
- Managing accounts through the SAGE TAS Books Accounting Package, in conjunction with other record keeping

### **Maintaining Training Analysis records**

- Populating and maintaining training/other events budgeting files
- Maintaining detailed records
- Producing quarterly budget reports for the board

### **Managing training/events logistics and costs**

- Overseeing the logistical element of training
- Identifying cost effective venues for training/other events
- Checking off supplier invoices against quotes

### **Customer communications**

- Supporting the team with customer communications

### **Reporting, monitoring and evaluation**

- Collating any reports/information related to accounts
- Maintaining ongoing records to support the monitoring and evaluation of various work areas of the organisation
- Producing regular reports on different aspects of training/events and other organisational activities, as per annual operational plan, KPIs and as required by the internal team or external Steering Group

### **General admin**

- Supporting with general administrative tasks, where required

The above is not a comprehensive list of all duties involved. The post holder will be required to perform other duties appropriate to the post, as required by the CEO.

## **Qualifications and experience**

### **Academic qualifications**

- Third level qualification
- Knowledge base relating to key aspects of the role

### **Key skills and characteristics**

- Experience of using an accounting system, preferably SAGE
- Experience of using a Cloud-based Relationship Management (CRM) system (desirable)
- Excellent organisational and time management skills, with demonstrated ability to multi task, deliver to deadline and prioritise
- Flexible and responsive to differing individual needs, with a positive, solutions-focused approach
- High level of competency with range of IT software (Microsoft Office suite essential), and ideally digital media
- Understanding of GDPR-compliant data management
- Experience of managing communication flows and maintaining groups for information-sharing
- Excellent communication, interpersonal and relationship-building skills
- Ability to work on own initiative and an excellent team player
- Strong written and verbal skills, with good attention to detail

### **Professional and vocational experience**

- Professional and vocational experience relevant to the role
- Demonstrated track record for ability to work on own initiative and as part of a team

### **Other requirements specific to the post**

- Full driving licence and access to a car desirable
- Flexibility to work outside of office hours, as the role will occasionally involve this

### **Immediate start desired**

### **About Engaging Dementia (formerly Sonas Apc)**

Engaging Dementia provides training, resources and supports for people with dementia and their carers. It is a registered charity (CHY 11839, Registered Charity Number 20033439).

[www.engagingdementia.ie](http://www.engagingdementia.ie)

### **How to apply:**

Please send CV with cover letter to: [jobs@engagingdementia.ie](mailto:jobs@engagingdementia.ie) for the attention of Sinéad Grennan.

Please note shortlisting will commence immediately. All applications will be treated with the strictest of confidence. Engaging Dementia is an Equal Opportunities Employer.

**\*\*Closing date for applications: Sunday 7<sup>th</sup> July 2019 at 5pm\*\***