**Mulhuddart Community Centre requires an *Financial Administrator***

Mulhuddart Community Centre is a community based facility, serving the needs of Mulhuddart Area through the provision of a broad range of activity based programmes. The project is funded through Pobal, YPSFF& Fingal County Council.

Financial administrator Part Time 26.5 Hours per week

**DUTIES: *The Administrator will be required to carry out the following duties, promote and secure confidentiality on all matters in relation to centre finance,users and general centre business in line with data protection guidelines.***

**Centre Accounts:**

* Maintain Centres Accounts
* Daily management of all accounts receivable and payable (Quickbooks)
* Issue monthly invoices/diect debit payments to all clients
* Maintain Debtors and Creditors Accounts
* Record and Respond to Customers Cash/Card Queries
* Bi-Annual Account reconciliation for FCC
* Prepare lodgements /Banking Communications
* Adhere to the financial policies of the MCC
* Liaise and Communicate with Centre Manager on all aspects of the finances

**Financial Management**

* Prepare returns for project funders as required
* Draft monthly reports for the board of Management
* Manage monthly cash reports and bank reconciliations

**Crèche Accounts/Auxillary Services**:

* Oversee finances for crèche
* Receipt reconciliation and recording
* Cash control & banking including lodgements

**Stock management/ General**:

* Ordering of supplies and services
* Manage budget control systems
* Responsible for the control of all office stationery & equipment
* Maintain excellent standard of record-keeping and filing
* Work as part of a team in the day to day running of the community centre
* To follow all procedures set out by the centre

***Applicants should forward a Curriculum Vitae and covering letter on or before February 3rd 2025 at 5pm by email to*** [***mulhuddartcc@gmail.com***](mailto:mulhuddartcc@gmail.com)***. Alternatively you can post or drop in your application to the above address.***

**Immediate Start for successful applicant**