

Book Keeper/Administrator

Introducing An Tairseach:

An Tairseach is a registered charity and social enterprise set up by the Dominican Sisters in Wicklow Town. An Tairseach consists of a Centre for Ecology and Spirituality, an Organic Farm and Farm Shop and a Conservation Area for field studies.

Role Purpose

Book Keeper & Administration for the Farm and Ecology Centre.

This position is Pobal funded and requires that the successful candidate is in receipt of social welfare.

Reporting To:

Farm Manager and Centre Manager

Hours:

37.5 hours (Mornings in the farm office. Afternoons in the Ecology Centre)

Temporary Contract

Responsibilities Include:

Book Keeping:

- Issue invoices and prepare debtors payments for banking.
- Enter all daily and weekly transactions into Quickbooks
- Monthly reconciliation of bank accounts
- Prepare monthly P&L for farm and Centre using Quickbooks
- Develop annual budget with relevant manager and monthly monitoring of same
- Administration of staff time sheets
- Administration of Revenue Online Service (ROS) e.g. VAT returns, PAYE etc.
- Running of weekly and monthly staff payroll using Thesaurus
- Assistance with Pobal returns
- Preparation of accounts for end of year audit

Administration

- Review of An Tairseach administration of systems and implementation of efficiencies identified
- Answer and forward any phone calls and take messages as needed

- Assist with filing, typing, photocopying and any general administration tasks as requested
- Check in guests to the Ecology Centre for workshops and accommodation stays and take payments as required
- Assist with the Ecology Centre Shop by doing stock take, ordering stock and serving customers
- Ordering stationary and household supplies for both the farm and Ecology Centre
- Prepare tea / coffee for workshop participants and guests and stack and unstack dishwasher as requested
- Keep reception area organized with up to date information.
- Assistance with development and marketing of events at An Tairseach
- Assistance with social media posts

This job description is intended as a summary of the primary responsibilities for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or that may be required to do either now or in the future.

Key Skills Required:

- Strong computer skills – good knowledge and experience of Word, Excel, Thesaurus and Quickbooks or other accounting and payroll package
- Attention to detail and high level of accuracy with numbers
- Strong administration and organisational skills
- Good communication skills
- Excellent telephone manner
- Excellent time keeping
- Pro-active – ability to use initiative, ability to prioritise, organise workflow and adhere to deadlines
- Friendly and approachable manner essential

To apply:

Please send your CV with a cover letter to:

Centre Manager & Farm Manager

info@antairseach.ie