

Accounts and Payroll Coordinator (18.75h per week)

Main Function

The Payroll and Accounts Coordinator is responsible for daily bookkeeping, accounts payable and receivable, payroll, month and year end procedures, grant reporting, audit preparation and other related duties.

Key Responsibilities of post

- Meticulously record all financial transactions of Claremorris Community Radio.
- Process supplier payments and cheque requests.
- Process customer invoicing and sales receipts.
- Reconcile bank accounts and general ledger accounts as required.
- Manage cash receipts, petty cash and expenditure reimbursement.
- Produce financial reports and cash-flow forecasts.
- Prepare year-end books and funding accounts for audit.
- In conjunction with the manager produce project and annual budgets
- Respond to inquiries regarding budgets, disbursement, grant reporting, etc.
- Process payroll and manage ROS.
- Ensure compliance with policies, procedures and regulations.
- Inform the manager and board of any irregularities, cash-flow issues, ageing debtors etc.
- Follow directions of the board and manager and respect strict confidentiality in all matters.
- Perform basic office management duties.

While all members of staff have individual job descriptions, they are required to collaborate with all other staff. S/he may be expected to work in different locations and to undertake other duties from time to time, including occasional weekend work.

Essential skills required for this post

- Excellent computer, maths and Excel skills
- Good organisational skills with the ability to set priorities to meet deadlines
- Good communication skills with the ability convey the bigger picture and shortfalls
- Strong analytical and problem-solving skills
- Ability to work on own initiative and as part of a team
- Excellent attention to detail and have good judgement
- Be of good character, integrity and commitment