



Galway City Partnership



An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí
Department of Employment Affairs
and Social Protection

ADMINISTRATOR

JOB DESCRIPTION

The Local Employment Service Network Administrator will report on a day- to-day basis to the LESN Co-ordinator and will be responsible for the efficient day-to-day running of the Service, with particular responsibility for the following duties:

Financial

- Maintaining accurate financial records and carrying out all relevant bookkeeping functions
- Preparation of payroll / PRSI / PAYE
- Preparing budgets and monitoring cash flow in conjunction with the LESN Co-ordinator
- Ordering office equipment / furniture / stationery etc.
- Preparing financial reports and liaising with the Auditors
- Responding to queries from the DEASP with regard to funding and expenditure

Staff

- Updating annual leave / sick leave /other leave records
- Assisting in the development of Staff Training Plans
- Updating Staff Training records
- Organising Staff training days

Service Support

- To act as LESN Document/Data Controller
- To maintain records in relation to our Quality standard
- To organise LESN promotional events and ensuring staffing of same
- To provide administrative back up to LESN projects
- Carrying out such tasks and duties as maybe assigned by the Co-ordinator within the development of the overall Partnership programme of activities



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PERSON SPECIFICATION

In order to fulfil this position effectively and competently, the following will be required from the individual:

- The willingness and ability to work in a positive, flexible and open manner
- The ability to demonstrate an understanding of the importance of confidentiality
- The ability to demonstrate attention to detail
- The aptitude to work on your own initiative when required as well as working co-operatively as part of a team
- The ability to complete all the key elements as required within the specific position applied for
- A good knowledge of QuickBooks, Thesaurus Payroll or similar payroll package
- A knowledge of MS Excel
- Experience in monitoring and managing budgets
- Ability to accurately prepare financial reports
- Good administration, organisational and time management skills
- A willingness to accept training in the position
- An ability and willingness to adapt quickly and efficiently to a changing work environment