

# Financial Administrator

Hiring booklet

**Deadline for applications:**

12pm, Tuesday 4 June 2024



National Adult Literacy Agency

Áisíneacht Náisiúnta Litearthachta do Aosaigh

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## 1. About the National Adult Literacy Agency (NALA)

The National Adult Literacy Agency (NALA) is a registered charity committed to ensuring that people with unmet literacy, numeracy and digital skills needs can fully take part in society.

The OECD Adult Skills Survey<sup>1</sup> shows that 18% or about one in six Irish adults are at or below level 1 on a five-level literacy scale. At this level a person may be unable to understand basic written information.

25% or one in four Irish adults score at or below level 1 for numeracy. At this level a person may struggle with doing simple math calculations. 42% of Irish adults score at or below level 1 on using technology to solve problems and accomplish tasks. These unmet needs have devastating consequences for individuals, communities and the economy. People at the lowest literacy and numeracy levels earn less income, have poorer health and are more likely to be unemployed.

Since we were set up by volunteers in 1980, we have been a leading campaigning and lobbying force on adult literacy issues. We have been involved in national policy, tutor training and teaching resources, research and campaigns to support people with these unmet needs. We also provide literacy tuition and online learning courses through our Learn with NALA distance learning and eLearning platform.

We are an equal opportunity employer.

See [www.nala.ie](http://www.nala.ie) and [www.learnwithnala.ie](http://www.learnwithnala.ie) for more information.

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<sup>1</sup> For this survey the Central Statistics Office (CSO) assessed 6,000 people aged 16 – 65 in Ireland. The survey was done in 2012 and the results were announced in 2013.

## 2. About the position

We are looking to recruit an experienced and results driven Financial Administrator, with exceptional attention to detail, excellent ICT experience and ability, and broad accounting experience to help us achieve our vision.

Our vision is an Ireland where:

- adult literacy is a human right;
- everyone can develop their literacy, numeracy and digital skills; and
- everyone can take part fully in society

The successful candidate will be a key member of NALA's finance and corporate services team and will be responsible and accountable for the following:

- managing and processing of all prime entry financial transactions in our Sage accounts system and online banking system in accordance with NALA's financial policies.
- maintaining and improving NALA's financial records system to ensure compliance with regulatory requirements, easy retrieval of data and efficient financial administration.
- maintaining NALA's Sage payroll system, with responsibility for processing monthly payroll for 33 staff, maintaining all payroll records and payroll reporting to Revenue and other related parties.

This is an exciting opportunity for a skilled and experienced financial administrator to:

- make a real difference to NALA and society
- join us at unique point in our evolution as we begin implementing our new strategic plan in June 2024.

## **2.1 Job description**

### **Reporting relationship and key responsibilities**

Reporting to NALA's Finance and Corporate Services Manager, the Administrator will undertake the following key responsibilities:

#### **Income**

1. Issuing sales invoices for NALA's Plain English, Membership, and other services
2. Liaising with the Learn with NALA (LWN) team regarding the Memorandum of Understanding (MOU) process to advise on membership payments that have been received
3. Updating Membership records upon receipt of membership fees
4. Maintaining cash receipts records, reconciling to bank statement, and posting all receipts into Sage accounts
5. Ensuring timely bank lodgements of any cash and cheques received
6. Maintaining petty cash records and periodic reconciliations and posting journals preparation
7. Undertaking credit control duties including maintaining an up-to-date debtors' ledger reconciled to the debtors' control account.

#### **Expenditure**

1. Checking all invoices, presented for payment for accuracy; liaising with NALA managers and staff with any queries, ensuring correct coding and authorisation is evidenced in the documentation in accordance with NALA's Statement of Internal Financial Controls (SIFC) and annual budget.
2. Processing suppliers' invoices and payments in SAGE accounting system and in NALA's online banking system with Allied Irish Bank.
3. Updating Sage accounting system with NALA credit card transactions
4. Preparing all month end control accounts reconciliations, including bank, cash, credit cards, debtors and creditors control and payroll control accounts.

#### **Payroll**

1. Administering monthly salaries, including reconciliation of all salaries' related control accounts and payments.

2. Administering NALA's ROS (Revenue Online Service) account, including ERR (Enhanced Reporting Requirements) reporting and monthly salaries Revenue reporting and tax payments in accordance with NALA's Statement of Internal Financial Controls.

### **Other Duties**

1. Maintaining NALA's Fixed Assets Register, depreciation tables and reconciliations to SAGE Fixed Assets accounts balances
2. Assisting the Finance and Corporate Services Manager in upgrading NALA's accounting processes and accounting systems
3. Maintaining all accounting and salaries records in an orderly and easily retrievable system of filing
4. Ensuring all documentation is stored in accordance with NALA's data retention policies
5. Assisting with Annual Statutory Audit and any other accounting and finance related queries
6. Carrying out other tasks assigned by the Finance and Corporate Services Manager or Chief Executive Officer.

## **2.2 Qualifications and experience**

The following are essential:

1. At least five years' senior hands-on experience working and supervising all finance operations in an organisation of similar size to NALA (minimum turnover €2m)
2. Strong understanding of bookkeeping and accounting concepts and principles.
3. Proficiency in the use of Sage accounting and payroll software.
4. Proficiency in the use of Microsoft Office 365 (Word, Excel, PowerPoint), Teams and SharePoint. Well-developed demonstrable Excel skills are particularly important.
5. Competency in using online business banking software and Revenue's ROS system.
6. Excellent interpersonal and communication skills with an ability to communicate effectively with colleagues both up and down the organisation and with relevant external organisations and individuals.

7. Strong organisational skills and an ability to get things done, while maintaining strong attention to detail to ensure quality work.
8. Understanding and appreciation of NALA's mission and values

The following criteria are desirable:

1. Accounting Technician ATI and IPASS payroll qualifications or similar qualifications in accounting and Irish payroll
2. Familiarity with Charity SORP accounting
3. Experience in a not for profit, membership organisation and, or registered charity.

### **2.3 Summary of the pay and conditions**

**Pay:** The starting salary for the position will be at a point on NALA's Executive Officer scale ranging from **€32,694 – €50,591**. Progression on the scale is subject to NALA's pay policy, satisfactory service and NALA's financial resources.

**Hours:** Full time, 35 hours a week.

**Contract term and probation:** The position is initially offered on a three – year fixed term basis. The contract will be renewed subject to satisfactory performance and NALA's financial resources. A probationary period of 6 months will apply.

**Location:** Hybrid (Sandford Lodge, Ranelagh, Dublin 6 and home). **Please note:** NALA has a Hybrid Working Policy that allows you to apply to work from home up to three days and in the office for a minimum of 2 days a week.

**Annual Leave:** 22 days a year. This is exclusive of the public holidays and privilege days that NALA staff are granted at Easter (Good Friday plus two days) and Christmas (Christmas Eve and all workdays falling before New Year's Day)

**The above represents the primary pay and conditions of service. It is not the complete list which will be included in the employment contract to be agreed with the successful applicant.**

### **3. About our hiring process**

#### **How to apply**

Applicants should email a Cover Letter and Curriculum Vitae (CV) in one document to [recruitment@nala.ie](mailto:recruitment@nala.ie) by **12pm Tuesday 4 June 2024**.

The Cover Letter and CV should be saved and emailed as one document in the following format: Last Name\_First Name\_NALA\_Administrator. For example: Bloggs\_Joe\_ NALA\_Administrator

The cover letter should outline:

- how you think your experience and qualifications match the criteria discussed in Section 2.2 above.
- why you want to work with us and;
- what difference you think you could make.

If you do not receive an acknowledgement within 5 days of applying, please email [recruitment@nala.ie](mailto:recruitment@nala.ie) or call 01 412 7900.

#### **Selection process**

The selection process will include a shortlisting of applicants based on their cover letter and curriculum vitae (CV). Only shortlisted candidates will be called for interview. All applicants will receive an acknowledgement of their application and final notification of the outcome of their application.

#### **Shortlisting**

A shortlisting process is done by a panel of persons to select applicants for interview. The panel will review applicants' cover letters and CVs against the essential and desirable criteria. The panel will decide which applicants appear most suitable for the position and invite those applicants for interview. Shortlisted candidates may be required to submit further information before the interview.



## **Interview**

NALA will invite shortlisted candidates to interview by a panel. The interview will explore how the candidate meets the essential and desirable criteria and their relevant experience to date. If required, candidates may be called for a second interview and or asked to complete a short task. Further information will be provided to shortlisted applicants before the interview.

**Date of interview:** Interviews for this position are provisionally scheduled to take place on **20 or 21 June 2024**. If you are shortlisted, you will be notified of the interview date and arrangements at the earliest opportunity. It will be your responsibility to make yourself available for interview as advised. If you do not attend for interview at the time agreed with NALA, your application will not be progressed.

## **Candidate feedback**

We will provide you with feedback on your application and or interview if you submit a written request to [recruitment@nala.ie](mailto:recruitment@nala.ie).

## **Confidentiality**

Please note that all personal data shall be treated as confidential in accordance with the Data Protection Acts 1988 to 2018.

## **Canvassing will disqualify**

## **4. Queries**

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National Adult Literacy Agency  
01 412 7900  
[recruitment@nala.ie](mailto:recruitment@nala.ie)

**NALA does not require the assistance of recruitment agencies to fill this**

**position.**