



**Job Description – Social Inclusion and Community Activation Programme
(SICAP) Financial Administrator**

Job Title:	SICAP Financial Administrator
Duration:	Present to 31 st December 2024
Probationary Period:	6 months
Salary:	Salary Scale - €32,576 - €38,973 gross salary per annum pro-rata depending on experience and qualifications.
Hours:	Full time
Reporting to:	Team leader, COO, CEO
Location:	Eir Building, Clifden, Co. Galway

Background:

FORUM Connemara is a rural development partnership of voluntary, community and statutory bodies based in Connemara. Established to address local disadvantage, FORUM Connemara has been working for the past thirty-four years to empower groups and individuals in the project area. All its programs adhere to the principles of community development.

Social Inclusion and Community Activation Programme (SICAP)

SICAP, the Social Inclusion and Community Activation Programme, is a vital initiative aimed at combating poverty, social exclusion, and inequality. It provides funding and support for community groups, individuals, and marginalised communities to enhance their skills, access education, employment, and other opportunities. SICAP delivers targeted interventions, including training, advice, and advocacy services. By fostering community empowerment and participation, SICAP promotes social cohesion and sustainable development, ultimately striving to create a more inclusive and equitable society for all.



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This project is co-funded by the Government of Ireland and the European Union.

The Social Inclusion and Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Union through the European Social Fund Plus under the Employment, Inclusion, Skills, and Training (EIST) Programme 2021-2027



Job Description

The SICAP Financial Administrator will be responsible for managing all financial aspects of the SICAP programme, ensuring compliance with funding requirements and regulations. This includes budget management, expenditure tracking, financial reporting, and liaising with funding bodies. The role involves maintaining accurate financial records, processing invoices and payments, and supporting the project team with general administration. The Financial Administrator will also assist in the preparation of financial reports, as well as monitoring project spending against allocated budgets. Strong attention to detail, financial acumen, and proficiency in financial software are essential for this role.

Responsibilities

The SICAP Financial Administrator will work as a member of the SICAP team and will be responsible for:

- Responsibility for the day-to-day financial administration of the project including managing financial transactions, processing invoices, expense claims, and payments, in accordance with project budgets and funding guidelines.
- Maintain accurate financial records and documentation, ensuring compliance with regulatory requirements and audit standards.
- Prepare regular financial reports, for the team, COO, CEO and other stakeholders as required.
- Undertake procurement of goods and services in line with Company Guidelines.
- Collaborate with project managers in project monitoring.
- Liaise with funding bodies and stakeholders to ensure timely submission of financial reports and compliance with funding requirements.
- Monitor expenditure against budget allocations, identifying any variances or discrepancies and implementing corrective actions as necessary.
- Provide financial guidance and support to project staff and partners, ensuring adherence to financial policies and procedures.
- Contribute to the development and implementation of internal controls and financial management processes to safeguard project assets and resources.
- Stay updated on relevant financial regulations, guidelines, and best practices, proactively identifying opportunities for process improvements and efficiency gains.



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Duties

The duties of the SICAP Financial Administrator will include:

- Work as part of the SICAP team to deliver the SICAP contract in mainland Connemara.
- Manage financial transactions and records for the SICAP programme, including accounts payable, accounts receivable, and payroll processing.
- Monitor project budgets and expenditures, ensuring compliance with funding and company guidelines and regulations.
- Prepare and maintain financial reports, statements, and documentation for internal review and external audits.
- Process invoices, expense claims, and reimbursements accurately and in a timely manner.
- Reconcile bank statements and other financial accounts to ensure accuracy and completeness of financial data.
- Assist in the preparation of funding proposals, budgets, and grant applications as required.
- Handle various financial administrative tasks such as collecting employee timesheets, record-keeping, assisting with cheque book journals and SAGE data input.
- Collaborate with management and the team to track project spending and forecasting.
- Provide financial guidance and support to programme staff and stakeholders, answering queries and addressing concerns related to project finances.
- Maintain confidentiality and integrity of financial information and records, adhering to data protection and privacy regulations.
- Stay updated on relevant financial regulations, policies, and procedures, implementing changes as necessary to ensure compliance and efficiency.
- Assist with monitoring project timelines, KPIs and deadlines to ensure timely delivery of reports and tasks.
- Assist with monitoring impact, gather data and carry out research and evaluation.
- Raise awareness and promote the programme.
- Report to the SICAP team leader, the CEO, the COO, the LCDC, Galway County Council and others as required.



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Experience and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Relevant qualifications & training. • Previous experience in financial administration min. 2 years. • Previous experience in social inclusion programmes, community groups and marginalised people. • Excellent organisational and communication skills. • Full, clean category B driving license with own transport 	<ul style="list-style-type: none"> • Experience of working in a rurally isolated environment.

Skills & Aptitudes

Essential	Desirable
<ul style="list-style-type: none"> • Commitment to the values of inclusion and empowerment. • Strong organisational, communication, ICT (word, excel), financial and report writing skills. • Proficiency in relevant software including SAGE & payroll software. • The capacity to conduct work in English (written and oral) is an essential requirement for this role. • Demonstrated ability to prioritise tasks and problem-solve. • Strong attention to detail and ability to prioritise tasks effectively. • Management of sensitive data and confidential information. • Accurate and methodological approach. • Ability to work as part of a team and one's own initiative. • Motivated and enthusiastic. 	<ul style="list-style-type: none"> • Experience - data entry on CRM systems e.g. IRIS.



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Selection:

Following the advertised closing date, the selection process for the post will include shortlisting, structured interviews and reference checks and vetting through the National Vetting Bureau. The successful candidate must complete all training necessary for the post.

This job description is not intended to be exhaustive. The post-holder will be required to adopt a flexible attitude to the duties and work times which may have to be varied.

A panel may be formed from which existing and future similar vacancies may be filled. You may opt to join such a panel, subject to the outcome of this recruitment process.



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