



## **Position: Business Support Administrator**

### **Closing date:**

Applications to be received no later than 12 noon on Friday 16<sup>th</sup> of December with interviews for shortlisted candidates will take place the week of the 9<sup>th</sup> of January.

### **Remuneration and benefits:**

- Salary commensurate with experience and qualifications.
- Excellent working conditions within our Kerry office with a Hybrid Working Model in place.
- Access to Cara Contributory Pension scheme after 6 months service
- Opportunity to avail of continuous professional development training specific to the role and as deemed appropriate
- Access to company Employee Assistance Programme
- 23 days annual leave with 5 additional choice days.

**Contract Type:** Full Time Permanent Post- 39 hours per week. Hours of work will be those necessary to carry out the full responsibilities of the post, some of which may be in the evening and/or weekends. Time-off-in-lieu will be allowed in respect of working evenings and weekends

**Reporting to:** Chief Executive Officer

### **Background:**

Do you have experience of providing professional administrative and secretarial support, coupled with high customer service and professional standards? Do you thrive in a fast-paced, dynamic environment? Then this is great opportunity for you to join Cara at an exciting time for our organisation as we launch a new 10-year vision and strategy in 2023.

Cara, Sport Inclusion Ireland is a national organisation, which works collaboratively with organisations across sport, health, fitness, outdoors, education and the disability sector to impact on increased opportunities for people with disabilities to participate in sport and physical activity.

We are currently seeking a Business Support Administrator to support our business planning, managing all administrative duties associated with our office management, financial management, human resource planning and support, customer engagement and supporting our organisations ongoing commitment to good governance and leadership.

This is a busy role which will require you to have a flexible approach and the ability to prioritise tasks. When applying, please evidence experience of the responsibilities listed above and in the job description.

This position offers the successful candidate the opportunity to work with a passionate, dedicated and down to earth team in making a difference in increasing awareness, access and physical activity participation opportunities for people with disabilities throughout Ireland.

## **DUTIES AND RESPONSIBILITIES**

- Devising and maintaining appropriate office systems, including finance management, data management, customer relations management, IT management and other systems required to ensure effective operations within Cara.
- Office management including; maintaining policies and procedures, overseeing communications, co-ordinating travel arrangements and itineraries, planning and organising internal and external meetings and events.
- Scheduling of the Executive and Board programmes, providing support in coordinating Board/committee meetings.
- Support all finance and budgeting requirements through the company online management system, responsible for accounts receivable and payable procedures, generating of sales invoices, bank reconciliations, preparing of financial reports for Board and funding partners, liaising with external parties such as auditors, accountants or tax agencies and relevant administrative duties associated with the company finance committee.
- Management of company bank accounts and associated procurement, including processing of bank payments via online banking.
- Provide administrative support to the executive team with annual core funding applications, company commercial programme and relevant funding grant programmes
- Successfully interface with a wide range of internal and external stakeholders including colleagues, board members, prospective business partners, national organisations and government agencies.
- Support the executive management team with all aspects of the organisations HR requirements such as recruitment, policies and ongoing professional training schedules.
- Administering the monthly payroll and pension via third parties.
- Support the delivery of key events specific to Cara's annual operational plan and assist in other areas of organisation growth and development when requested.
- Handle confidential and sensitive information relating to associates, Directors, colleagues, business strategy and general administration.
- PA support to the CEO and executive management team.

### **Note to all applicants:**

Only those applicants who clearly demonstrate, by example, how they meet the criteria will go forward to the next stage in the recruitment and selection process.

Please note: The below job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended in the light of the changing needs of the organisation.

<b>Essential Requirements</b>	<b>Demonstrable</b>
A relevant third level qualification in a business management related field	<b>Application Form</b>
3 years' experience in office management, financial administration and business administration with proficiency in using online management systems	<b>Application Form</b> <b>Interview</b>
Experience of providing administrative support to developing and managing financial plans, fundraising, budgets programme Monitoring, evaluating and reporting.	<b>Application Form</b> <b>Interview</b>
Excellent IT skills, proficient in Microsoft office systems. (Sharepoint, Outlook, Word, PowerPoint and Excel in particular)	<b>Application</b> <b>Interview</b>
Excellent planning, organisation and communication skills with ability to work flexibly with a range of different colleagues and third parties	<b>Interview</b>
Excellent communication skills and the ability to collaborate with multidisciplinary partners	<b>Interview</b>
Ability and commitment to work independently and as part of a team with a commitment to work flexible hours when necessary	<b>Interview</b>

Suitable candidates should apply by completing the attached application. CV's will not be accepted.

Closing date for applications is 12 noon on Friday 16<sup>th</sup> of December

Please submit your application form electronically to Niamh Daffy, CEO at [ndaffy@caracentre.ie](mailto:ndaffy@caracentre.ie)

Queries may be directed to Niamh Daffy at [ndaffy@caracentre.ie](mailto:ndaffy@caracentre.ie) or (0) 66 7144132

Cara is an equal opportunities employer and all applications will be treated in strict confidence.