

## ANA LIFFEY DRUG PROJECT

<b>JOB DESCRIPTION:</b>	<b>February 2015</b>
<b>POST:</b>	Finance and Administration Worker
<b>HOURS:</b>	35 hours a week
<b>SALARY AND SCALE:</b>	€29,140
<b>CONTRACT:</b>	<b>Permanent</b>
<b>HOLIDAY:</b>	<b>25 days pro rata</b>
<b>TEAM:</b>	Finance and Administration Team
<b>RESPONSIBLE TO:</b>	Head of Finance and Administration
<b>RESPONSIBLE FOR:</b>	The upkeep of financial records, processing of income and payments, procurement and office administration.

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## ANA LIFFEY DRUG PROJECT

### ***Vision***

Our vision is for a society where all people affected by problem substance use are treated with dignity and respect and have access to quality services.

### ***Mission***

Our mission is to work with people affected by problem substance use and the organisations that assist them. We do this to reduce harm to individuals and society, and to provide opportunities for development of those individuals and organisations.

### ***Values***

<p>The Ana Liffey neither promotes nor denounces substance use but seeks to respond to problems associated with it.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"><li>• We support people to reduce harm</li><li>• We respond to peoples needs</li><li>• We recognise the potential of the people we work with</li><li>• We provide evidence based</li></ul>	<p>The Ana Liffey believes in rights and responsibilities.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"><li>• We believe in supporting people to know their rights</li><li>• We believe in encouraging people to take responsibility</li><li>• We treat all people who come into contact with Ana Liffey with dignity and respect.</li></ul>
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responses <ul style="list-style-type: none"> <li>• We are innovative.</li> </ul>	
The Ana Liffey is pragmatic.  <i>What this means:</i> <ul style="list-style-type: none"> <li>• We turn words into actions</li> <li>• What matters is what we do</li> <li>• We identify, take and manage risks</li> <li>• We are solution focused</li> <li>• We deliver on our commitments.</li> </ul>	The Ana Liffey aims to make a positive contribution to society.  <i>What this means:</i> <ul style="list-style-type: none"> <li>• We actively engage in the promotion of a partnership approach</li> <li>• We are open and accountable</li> <li>• We are a quality led organisation and a leader in good professional practice</li> <li>• We have a local, national and international perspective.</li> </ul>

## **JOB SUMMARY**

Working as part of the Finance and Administration Team and under the guidance of the Head of Finance and Administration, the main focus of responsibility is the maintenance of financial records and other organisational records as well as the processing of daily income and expenditure, purchase of goods and services and the management of administration tasks. The Finance and Administration Worker will familiarise themselves with the Finance and Procurement policies of the Ana Liffey Drug Project and ensure that these are adhered to by the organisation. The Finance and Administration Worker will support the work of the Head of Finance and Administration to ensure core business functions (Finance, Administration and IT) are managed effectively.

Please be aware that we have offices in a number of areas around Ireland. While it is envisaged that this role will be mainly based in our Dublin offices, you may also be required to work from other locations.

## **DUTIES AND RESPONSIBILITIES**

### **1. FINANCE**

- 1.1 To prepare and process monthly payroll
- 1.2 To prepare and process annual PAYE return, P60s, P35s and other tax returns, and to submit to the Revenue Commissioners by due date
- 1.3 To prepare and process weekly payments to suppliers and other creditors
- 1.4 To track and record all income, including funder income and fundraised income issuing acknowledgement letters, receipts, thank you notes and other donor correspondence as appropriate

- 1.5 To lodge all income, and to attend the organisation's bank as required
- 1.6 To maintain financial records
- 1.7 To manage petty cash
- 1.8 To reconcile all bank accounts and credit card transactions on a monthly basis
- 1.9 To prepare monthly and quarterly management accounts
- 1.10 To prepare all financial records for annual audit and to facilitate the audit process
- 1.11 To prepare financial reports to funders
- 1.12 To assist in the preparation of tender documents and proposals
- 1.13 To ensure that the Ana Liffey Drug Project Finance Policy and Procedure is adhered to and to notify the Senior Management of any breaches.
- 1.14 To develop the finance and administration function of the Ana Liffey Drug Project to ensure accuracy and efficiency.

## **2. PROCUREMENT**

- 2.1 To purchase goods and services on behalf of the Ana Liffey Drug Project in line with the policies of the organisation.
- 2.2 To liaise with all suppliers and service providers of the Ana Liffey Drug Project.
- 2.3 To ensure value for money procurement across the organisation.
- 2.4 To manage any tender processes and maintain records where quotes/tenders are sought from multiple suppliers

## **3. ADMINISTRATION**

- 3.1 To carry out designated correspondence on behalf of the organisation such as informing Council of Management members of meetings and members of General Meetings.

- 3.2 To record minutes of internal and external meetings of the organisation as required.
- 3.3 To maintain records of the organisation including the annual leave chart, health and safety records, motor records and HR records.
- 3.4 To ensure that organisation Health and Safety processes are carried out at designated Ana Liffey sites.
- 3.5 To assist with asset maintenance, including liaising with service providers concerning the maintenance of buildings, vehicle, phone and IT assets.

#### **4. COMMUNICATION**

- 4.1 To manage the calls received to the organisation's Freephone number.
- 4.2 To manage correspondence received by the organisation including e-mails addressed to info@aldp.ie and jobs@aldp.ie
- 4.2 To assist in the collation and preparation of internal and external communication material such as the staff newsletter.

#### **5. DATABASE ADMINISTRATION**

- 5.1 To create reports on the organisation's Client Management System (CMS) and to create statistical reports from this database for funders, the Senior Management Team and other stakeholders.
- 5.2 To maintain records of fundraised income and to create reports on fundraising as required.

#### **6. TEAM WORK**

- 6.1 To work as part of a multi-disciplinary team in a 'low threshold - harm reduction' service, in co-operation with other team members with the aim of ensuring that the Ana Liffey delivers the highest quality service possible to our service users.
- 6.2 To attend and actively participate in team meetings
- 6.3 To attend and participate in review days as required
- 6.4 To supervise volunteers, interns, community employment or similar workers recruited to assist with finance and administration tasks.

## **7. GENERAL RESPONSIBILITIES**

- 7.1 To continuously develop the role in conjunction with your line manager
- 7.2 To ensure that all designated work is being carried out in an effective and appropriate manner which meets the aims and objectives of the Ana Liffey Drug Project
- 7.3 To participate in internal/external meetings, training events, conferences and other functions as directed by a manager.
- 7.4 To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 7.5 To ensure that all Ana Liffey Drug Project policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.
- 7.6 To contribute to the effective implementation of the Ana Liffey's Equal Status Policy as it affects both the Ana Liffey and its work with stakeholders.
- 7.7 To carry out your work in a professional manner at all times
- 7.8 To work in accordance with the aims, values and ethos of the Ana Liffey at all times.
- 7.9 Undertake any other duties that may be required which are commensurate with the role as directed by a manager.