

SSGT Administrator (Part-time) – Job Description

About St Stephen's Green Trust (SSGT)

St Stephen's Green Trust is an all-island independent grant-maker which supports groups to effect positive social change in critical areas of social justice

We work in solidarity with communities, acknowledging their leadership in, and ownership of, the outcomes we help fund. We hold ourselves accountable to donors, grantees and the wider community through setting high standards for ourselves in reflecting on impact, governance and using our influence to support social change. We value long-term relationships with stakeholders and recognise that systemic change can take many years. We strive to be flexible, mindful of emerging needs and take calculated risks in our pursuit of a just society.

SSGT has a small team of four people (including the Administrator) and is based in Dublin 8.
There is more information on our website [here](#)

The role

SSGT is seeking a part-time experienced Administrator (20hrs pw with some flexibility) with computerised book-keeping skills for financial and grant administration and to contribute to the smooth running of the organisation's administration. The Administrator will report to the Executive Director.

Main duties:

Financial Administration: processing of invoices, purchases; processing bank payments and grants payments; monthly book-keeping on the Accounts IQ system; production of quarterly management accounts; staff and trustee expenses; petty cash management; payroll (Collsoft); filing of Revenue and other returns; preparation of information for the annual audit and financial statements; and implementation of financial procedures.

Grants Administration: processing and payments of grants to charities, keeping records on the grants management database (Salesforce) and producing reports as required.

General Administration: office management including ordering stationery and other supplies; events administration including booking rooms for meetings and catering; reception including phone and email queries and post; liaising with suppliers including IT support; purchasing and updating software etc.

Key Information:

- This is a part-time permanent role – up to 20hrs pw.
- There is some flexibility in the working hours, working at least 4 days per week within the core hours of 9am to 5pm.
- This role will be based at the Guinness Enterprise Centre, Taylors Lane, Dublin 8.
- SSGT operates a home working policy (of up to 50%) which is not a condition of employment.
- The salary scale for the full-time role (37.5hrs) is in the region of €28,000 to €43,000 dependent on experience.
- Annual leave entitlement is 25 days (applied pro rata).
- Access to the Cycle to Work and TaxSaver Commuter schemes.
- Access to a PRSA with a sliding scale of employer contributions after the successful completion of the probation period, subject to 5% matched by the employee. The employer contributions are 5% up to two years of employment, 7% between two and five years of employment and 10% thereafter.

How to Apply

To apply for this role, please email your CV and a cover letter outlining your suitability for the role to orla@ssgt.ie by **5pm on Tuesday 18th April 2023**. Cover letters should be addressed to Orla O'Neill, Executive Director, SSGT.

Please format your CV and cover letter in an editable (Microsoft Word) format.

For a confidential, informal discussion about this role, please email Orla - orla@ssgt.ie.

SSGT Administrator – Person Specification

Reporting to the Executive Director, the Administrator will have at least 3 years' experience in book-keeping and general administration. The successful candidate will have a thorough knowledge of computerised bookkeeping such as Accounts IQ, Sage or similar and a working knowledge of payroll.

The SSGT Administrator will be committed to the values and mission of SSGT and will demonstrate this through their interactions with others, and how they approach their work. The Administrator is expected to have high professional standards, be self-motivated and be able to work on their own initiative as well as being part of a team.

Essential Criteria

The essential competencies for this post include:

- General book-keeping knowledge and experience including experience in Accounts IQ, Sage or similar.
- Experience of payroll.
- Excellent administration and organisational skills.

- Information management skills and experience, including Sharepoint and MS Office (Word, Outlook, Excel and Teams).
- High degree of attention to detail and problem-solving skills working as part of a team and on own initiative.
- Ability to prioritise work, plan workload and manage time effectively.
- Good verbal and written communication skills.
- Empathy with organisational goals.

Desirable Criteria

It would be helpful if the successful candidate had experience / understanding of some of the following areas. However, training can be provided.

- Experience and competency in using databases, particularly Salesforce or similar Client Management Systems.
 - Experience in the non-profit sector.
 - Strong governance knowledge including familiarity with GDPR and policies necessary to uphold the Charities Governance Code.
 - Knowledge of Charities Regulatory Authority compliance requirements and Charities SORP accounting.
 - Understanding of Company Secretarial requirements.
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