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**PERSON SPECIFICATION**

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**JOB DESCRIPTION**

* **Finance Administrator -**

**(Fixed Term – 6 months)**

**LauraLynn**

LauraLynn, Ireland’s Children’s Hospice was formed in 2011 following the merging of the long standing Children’s Sunshine Home and the LauraLynn Foundation, and now comprises LauraLynn Hospice Service and LauraLynn Disability Services. All services are run from our main campus in Leopardstown, Dublin 18.

Our Hospice Service provides specialised palliative care to children with life-limiting conditions and support to their whole family. We also offer a range of bereavement care, supports and events.

Our Disability Services comprises Willow View – a residential care service that is home to seven adults with complex disabilities - and Hazel House - a residential and respite care service for children with complex disabilities. While our Disability Services are funded by the Health Services Executive (HSE) our Hospice Service is mainly funded through fundraised income and private donations, supplemented with some statutory funding.

LauraLynn is a learning organisation with a volunteer ethos, with highly trained volunteers supporting staff in all aspects of the organisation’s work.

**Vision**

To make every day better for those in our care

**Mission**

To provide a Community of Care that delivers:

* Evidence-based, personalised services to children with palliative care needs, complex care needs

& complex disabilities and

* Related family support services and
* A home to our residents where quality of life is paramount

**Values**

* Compassion
* Collaboration
* Excellence

**P E R S O N S P E C I F I C A T I O N**

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| **Job title:** | Finance administrator (Fixed Term – 6 months) |
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| **Grade:** | v |
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| **Department:** | finance |
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| **Report to:** | finance manager |

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| **Factor** | **Essential** | **Desirable** |
| **Education & Experience** | * A comprehensive secondary school education (leaving certificate or equivalent).
* Minimum of 3 years’ accounts payable experience
 | * Accounts Technician qualification
* Working knowledge of Exchequer and Megapay
* Knowledge of Nuapay and eTapestry system
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| **Skills/Abilities** | * Excellent computer skills, to include Microsoft Office package
* Advanced Excel skills (experience in managing pivot tables, v-lookups, uploading/downloading data, databases)
* Good working knowledge of computerised, financial systems
* Excellent organisation and time management skills with proven ability to multi-task and meet deadlines.
* Always strives to work to the highest standards including attention to detail.
* Highly motivated with demonstrated enthusiasm and commitment to the role and the organisation.
* Excellent communication and interpersonal skills.
* Always display a positive friendly attitude.
* Works collaboratively as part of a team.
* Capacity for flexible and innovative thinking to suit the needs of the department.
* Demonstrates capacity to exercise personal initiative.
* Keen interest in pursuing professional accounting qualifications
* Full Clean Driving Licence
 | * Previous experience in a relevant industry ideally in the public health service / public sector or not for profit organisation
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| **Knowledge & Understanding** | * Demonstrate and live by the LauraLynn values – compassion, collaboration and excellence
 | * Knowledge and understanding of key Finance policies.
* Knowledge of Clockwise
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| **Values** | * Must possess the LauraLynn values of compassion, collaboration and excellence and demonstrate these in the course of their employment.
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**J O B D E S C R I P T I O N**

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| **Job title:** | finance administrator (Fixed term – 6 months) |
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| **Grade:** | v |
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| **Department:** | finance |
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| **Report to:** | finance manager |

**SUMMARY**

The Finance Administrator will manage the accounts payable function and support the fundraising team in meeting their goals. The role will also act as a back up to the payroll administrator.

This person will be reporting directly to the Finance Manager and will be providing support to all aspects of the finance department.

**DUTIES AND RESPONSIBILITIES**

* Manage the accounts payable email inbox in a methodical manner to ensure all payable invoices are processed in a timely and efficient manner
* Match invoices to purchase orders and deal with any queries that may arise.
* Support other staff in purchase order and procurement queries.
* Manage outstanding purchase orders and unmatched supplier deliveries.
* Manage the setup of new suppliers in line with the finance policy and best practice.
* Reconcile supplier invoices and process payments on a monthly basis.
* Provide back up to the payroll administer in the processing of the monthly payroll ensuring adherence to HSE and Public Pay Guidelines
* Raise and manage a small number of accounts receivable invoices.
* Support the fundraising and communications departments with varied requests.
* Prepare monthly management reports for the fundraising and communications teams and report on key variances.
* Responsible for checking bank accounts daily for incoming donations and liaising with fundraising team on same.
* Count cash (bucket collections, coin boxes etc.) with another person.
* Make lodgements to the bank
* Assist the fundraising team with grant application queries.
* Assist the fundraising team in reconciling bank statements with the donations as recorded on the CRM system.
* Manage petty cash expenditure.
* Raise invoices to donors on behalf of the fundraising team.
* Submit tax reclaims for donations to Revenue Commissioners.
* Manage the Restricted Funds process specifically in relation to matching expenditure against donated income.
* Assist with the of the annual budget preparation.
* Assist with internal audit and the annual audit requests
* Ensure adherence to the finance management policy and the Charity Regulators code of governance.
* Ad hoc finance projects as required and deemed appropriate to this role.

**NOTE:** This list is not exhaustive but serves to reflect the nature of the duties included in the role. Given the nature of the organisation and the need to respond to service users’ needs on an ongoing basis, the role is subject to change over time.

**Professional Development and Mandatory Training**

Maintaining the necessary skills and knowledge is important in this role. This being the case the postholder must ensure their continuous development. It is also incumbent on the postholder to ensure all mandatory training deemed necessary is up to date.

**Health and Safety**

In respect of Health and Safety these duties must be performed in accordance with LauraLynn’s health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with LauraLynn Policy as set out in the safety statement, which must be read and understood.

**Quality, Risk and Safety Responsibilities**

It is the responsibility of all staff to:

* Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety
* Participate and cooperate with LauraLynn Quality and Risk and Safety initiatives as required
* Participate and cooperate with internal and external evaluations of the organisation’s structures, services and processes as required, including but not limited to, The National Hygiene Audit, National Decontamination Audit, Health and Safety Audits and other audits specified by the HSE or other regulatory authorities.
* To initiate, support and implement quality improvement initiatives in their area which are in keeping with LauraLynn quality, risk and safety requirements.

**Specific Responsibility for Best Practice in Hygiene**

Hygiene in healthcare is defined as

*“the practice that serves to keep people and the environment clean and prevent infection. It involves preserving ones health, preventing the spread of disease and recognising, evaluating and controlling health hazards”.*

Being a health institution hygiene plays a central role in maintaining a clean and healthy environment for our service users, families, visitors and staff. All employees of LauraLynn must always be mindful of their responsibility to maintain a high standard of hygiene including personal hygiene and as part of their role within the organisation. It is mandatory to attend infection control training yearly.

**Flexibility:**

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore the post holder will be required to demonstrate flexibility on occasion as and when required by their manager.

**Dignity and Welfare of Service Users:**

As a health care provider all staff are expected to behave towards service users and their families in a caring, professional and responsible manner. In line with the Trust in Care policy it is the duty and responsibility of all employees of LauraLynn, including this post holder, to report any concerns for the safety and welfare of patients to their line manager or head of department.

**Dignity at Work:**

All members of staff at LauraLynn have a right to be treated with dignity and respect and to work in a safe environment which is free from all forms of bullying, sexual harassment and harassment. Thus, all staff, including this post holder, have a responsibility to help maintain such a working environment. All employees must comply with the national/LauraLynn Dignity at Work policy and ensure that their behaviour does not cause offence to fellow workers or any person with whom they come into contact during the course of their work.

**Confidentiality:**

In the course of his / her employment, the person appointed may have access to or hear information concerning the medical or personal affairs of service users or staff or other health service business. Such records or information are strictly confidential and unless acting on instructions of an authorised officer on no account must information be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody/destroyed in accordance with policy when no longer required.

**Dress Code / Uniform:**

Attire and personal appearance must, at all times, conform to a standard LauraLynn considers appropriate. Staff attached to certain departments may be required to wear a uniform or other protective clothing. Where applicable any such requirements as detailed by the immediate supervisor must be adhered to at all times.

**Healthcare Associated Infections (HCAIs)**

In order to reduce the risk of HCAIs, compliance with Infection Prevention and Control policies and the attendance at infection control training, are essential for all staff members. It is paramount that each staff member practice good hand hygiene techniques. Staff members have a responsibility to report any obstacles to maintaining high standards of Infection Control and hand hygiene to their line manager or Infection Control Team

**Quality:**

To ensure the provision of the highest possible quality of service to our patients, all employees at LauraLynn have a responsibility to ensure adherence to and participation in internal and external quality control and assurance programmes on an ongoing basis.

**Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the organisation this job description may be reviewed in light of possible new structures and/or changing needs of the organisation.**

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| **Terms and Conditions**  |

**Tenure:**

This is a temporary 6 months’ contract of employment.

**Remuneration:**

Grade V €44,128 - €52,926 as of 01st October 2021 HSE Payscales.

Please note that whilst this position is not HSE/public funded the salary is aligned to the national HSE payscales

Payment is made on a monthly basis (last Thursday) by credit transfer.

**Hours:**

37 hours per week, exclusive of unpaid rest breaks.

Hybrid working arrangements are available at LauraLynn. This being the case consideration will be given to applying suitable working arrangements where appropriate.

**Annual Leave:**

30 days per annum.

**Pension Scheme:**

Membership of superannuation (pension) scheme is compulsory. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the determined pension scheme. Further information will be issued upon appointment to the role.

**Retirement Age:**

Retirement age will be determined by the superannuation scheme a new employee is aligned to. Further information will be issued upon appointment to the role.

**Health:**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**Garda Vetting:**

Arrangements have been introduced, on a national level, for the provision of Garda Clearance in respect of candidates for employment in areas of the Health Services, where it is envisaged that potential employees would have substantial access to children or vulnerable individuals. The successful candidate will be required to complete a Garda Vetting form prior to starting with LauraLynn.