



JOB DESCRIPTION

JOB TITLE:	Administration Officer
LOCATION:	Kildare County Childcare Committee (KCCC) Unit 21 Thompson Enterprise Centre, Clane Business Park, Clane, Co. Kildare
REPORTING TO:	CEO

MAIN JOB PURPOSE

Kildare County Childcare Committee (KCCC) is seeking a highly motivated, self-starter with responsibility for general and financial administration to support the work of KCCC. Reporting to the Chief Executive Officer, the Administration Officer will be someone who is capable, energetic, with a can do attitude to respond to the daily administration needs of a dynamic organisation, someone who thrives in a busy environment, and has a willingness to take on new tasks and respond effectively to changes as needed.

ROLE

The Administration Officer is responsible for:

- Day to day management of KCCCs Office including equipment supplies and basic IT supports.
- Day to day financial operations of KCCC
- Administrative support to the Board of Directors
- Administration support to the CEO.

DUTIES WILL INCLUDE

- Provide direct administration support to CEO and support CEO in fulfilling KCCCS governance responsibilities.
- Meet all KCCC obligations with the Revenue Commissioners including P45, P60s, P30s and P35s as appropriate and making returns online
- Administer the KCCC Pension Scheme
- Support the Company Secretary on behalf of KCCC filing returns through the solicitor and or accountant in relation to AGM, audited accounts, company returns or amendments.
- Manage the day to day financial operations within KCCC including monthly payments, pay-roll, budget reports, online banking and annual audits.
- In conjunction with the Manager, production and monitoring of annual budget via Local Implementation Plan
- Completion and return of financial bi-annual returns and any drawdowns to Pobal or other funding organisations. Financial return requirements as required
- Administer the storage of documents internally and externally in line with GDPR obligations
- Maintain accurate filing systems
- Maintain HR files in line with HR best practice
- Manage equipment/supplies purchases ensuring that quotations are obtained where necessary and there is best value for money
- Provide basic IT support and assistance around hardware and software
- Provide administration support to the Board of Directors and Committees of KCCC and respond to any queries from Board or Committee members

- Facilitate the recruitment and induction of new Committee members ensuring that committees have their full working complement
 - Ensure KCCC is compliant with all Health and Safety Regulations
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REQUIREMENTS OF ALL KCCC STAFF

- Be committed to the purpose and interests of KCCC.
- To work in accordance with the KCCC Mission Statement and ethos and within the codes of good practice that apply
- Actively engage and participate in support and supervision sessions, annual appraisals, training or other such activities that may be required
- Actively participate in staff meetings and reviews of the work of KCCC
- Be flexible in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required
- Be committed to team working and be flexible in relation to taking on additional duties which may be required from time to time to meet team targets
- Be vigilant to any Safety, Health and Welfare hazards/risks in the workplace and bring any concerns to the attention of your Line Manager or the nominated Health & Safety Representative
- Participate in the efficient flow of information within KCCC by sharing and seeking information as appropriate
- Work in a confidential and professional manner at all times
- Staff may be required to take on nominated roles within the organisation such as Child Protection Person, Health & Safety Officer, First Aid Officer, Fire Safety Officer as appropriate and agreed with the Manager

NOTE: This Job Description will be reviewed from time to time and updated in line with the needs of the work in relation to this position in KCCC

Signed by Staff Member _____ **Date** _____

Signed on behalf of KCCC _____ **Date** _____