



## ***Job Description***

### **Job Purpose**

**Job Title:** Administration with Finance Officer

**Date:** Friday January 10<sup>th</sup>2020

**Reports to:** CEO

The Dental Health Foundation Ireland is seeking a highly motivated, self-starter with a can-do attitude. The purpose of the role is to support the delivery of the Dental Health Foundation Ireland programmes and services by managing the organisation's diverse administration functions.

The position requires a multi-tasker who can work independently and will have responsibility for day to day operations, financial management service provision, communications and marketing duties, and programme and project engagement to support the work of the Foundation. This role will involve administration, such as data entry, filing, answering the telephone and maintaining up to date employee information.

### **The Background**

Dental Health Foundation Ireland is a not for profit private charitable trust. It is a dynamic and vital organisation, at the forefront of improving oral health in Ireland, through education and advocacy.

Founded more than 40 years ago from within the dentistry profession, the Foundation adopts proactive engagement across all platforms in working alongside Government, health and dental professionals, national and local organisations, and the public, to instigate thinking and positive action around oral and all body health. The core values of respect, trust, and innovation underpin our aim to promote excellence as we strive to provide unbiased information on oral health to those who need it.

## Responsibility / Activity

### Financial Administration

- Manage all aspects of the day to day accounting function of DHF Ireland including budgets, management accounts, cash flow management and audit.
- Process all financial transaction in the accounting software – Accounts IQ.
- Administration of accounts receivable using accounting software package. Code and process payment of all incoming invoices, expenses, etc., through banking online, ensuring all are recorded in the accounting software.
- Manage office petty cash system.
- Design and implement ancillary account and bookkeeping forms and documentation (e.g. staff expenses).
- Prepare monthly accounts for CEO and Board review.
- Develop Finance Manual and keep up to date.
- Perform any ad hoc financial analysis as required.

### Office Administration

- Maintain and actively manage current office systems and procedures and devise new office systems and procedures where necessary all filing and maintaining / safeguarding sensitive data and all office records.
- Daily office administration duties to include postage, communications (email, phone etc), responding to requests for information and enquiries, preparing documents, packs and papers for meetings, photocopying, printing, filing.
- Occasional supervision of a seasonal intern.
- Work on administration of human resource functions including coordinating inductions for new staff, interns and students on placement, interview scheduling, CV screening, all correspondence with applicants before & after interviews etc.,
- Where appropriate gathering information for the CEO and other staff regarding database trends and resources as they relate to enhancing DHF's capacity for effective communication, decision-making and long-term planning regarding our national reach in oral health.
- Keep CEO informed (on a timely basis) of significant issues that may impact the development and delivery of our programmes and services.
- Manage office supplies and suppliers, and liaise with key organisational suppliers including telephone, internet, IT, maintenance ensuring all systems are maintained effectively.
- Maintain Annual and Sick Leave Rosters and coordinate timely correlation of staff timesheets.
- Operations management of print and materials needed for: conference desks, educational resources; internal and external meetings; in-house publications; awards, projects and programmes; social media, website and online content.
- Field press and media enquiries related to the organisation when necessary.
- Act as PA to the CEO where appropriate and necessary.
- Ensure all documentation and correspondence - electronic and paper - are stored securely and in a way that makes them easy to be retrieved and in compliance with GDPR.
- Ensure all volunteering enquiries, applications etc., are logged and progressed
- Work collaboratively with external stakeholders.
- Ensure that facilities, furniture and equipment as necessary and appropriate to needs of meetings, presentations and conferences.
- To carry out other duties from time to time as determined by the CEO.

Competencies Required	Description of Role / Responsibility
<b>Action Orientated</b>	<ul style="list-style-type: none"> <li>• Proactively identifies business opportunities and issues and takes decisive action.</li> <li>• Implements strategic opportunities, with the urgency needed to create momentum.</li> <li>• Encourages and reinforces action taking and decisiveness in others.</li> <li>• Is willing to make mistakes or have others make mistakes where a bias for action played a role.</li> </ul>
<b>Results Driven</b>	<ul style="list-style-type: none"> <li>• Works proactively with CEO and others to clarify and understand results on which he/she needs to focus.</li> <li>• Once goals and results needed are sufficiently clear, stays on a focused, efficient path for achieving results.</li> <li>• Accepts difficult goals or assignments and gets right to work.</li> <li>• Takes responsibility for and pride in achieving successful results.</li> <li>• Demonstrates a strong work ethic and is committed to seeing tasks through to completion.</li> <li>• Willing to do even the detailed or routine work necessary to achieve results.</li> </ul>
<b>Planning, organising and coordinating</b>	<ul style="list-style-type: none"> <li>• Effectively prioritises own work such that she/he is prepared and able to meet work objectives.</li> <li>• Efficiently uses his/her time.</li> <li>• Organizes resources to complete his/her projects efficiently and on time.</li> <li>• Effectively participates in routine planning activities related to his/her work.</li> <li>• Keeps appropriate people informed about progress on tasks/projects.</li> </ul>
<b>Self-Confidence</b>	<ul style="list-style-type: none"> <li>• Demonstrates a high level of confidence in his/her ability to handle difficult and varied situations.</li> <li>• Handles tough problems and situations with little hesitation or doubt.</li> <li>• Gladly shares credit for good work with others.</li> <li>• Demonstrates self-assurance in leading others in difficult and challenging assignments.</li> </ul>

## Candidate Profile

Area Qualification	Description of what's needed
<b>Experience</b>	A minimum of 5 years' experience in a professional setting.
<b>Education</b>	Degree level required or a relevant professional qualification.
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Proven and essential administrative skills and experience in budgeting/management accounting.</li> <li>• Computer literacy essential (Microsoft Word) and accounts management software systems (Accounts IQ or similar).</li> <li>• Compliance and GDPR experience.</li> <li>• Strong relationship management skills.</li> <li>• Experience of non-profit organisations desirable.</li> <li>• Communications experience through various forms e.g. web, social media, print.</li> <li>• Professional, articulate with ability to communicate effectively.</li> <li>• Good interpersonal skills and an excellent phone manner essential.</li> <li>• Ability to multitask and manage complex workloads and occasional working to deadlines.</li> <li>• Clean driver's licence and flexibility for occasional travel.</li> </ul>
Disposition	Personal Attributes
	<ul style="list-style-type: none"> <li>• Adaptability, self-starter with a positive can-do attitude.</li> <li>• Ability to plan and organise, to make decisions and to solve problems.</li> <li>• Commitment to the highest ethical standards.</li> <li>• Ability to build and maintain relationships.</li> <li>• Able to take direction.</li> <li>• Dependable and flexible.</li> <li>• Pleasant and personable manner.</li> </ul>

### **Conditions**

The position advertised is for two years, with a six-month probationary period and the probability of further extension. Salary guide €35,000 to €37,7000 per annum. Office hours are 9am – 5.30 pm with some flexibility for events after hours. Annual leave is 25 days. This job is based in Dublin and may involve a small amount of travel.

### **Application**

To be considered for appointment to this position, please indicate your interest by email letter of application (no more than two pages), together with a copy of your CV – to [orlaith.kennedy@dentalhealth.ie](mailto:orlaith.kennedy@dentalhealth.ie), by 5 p.m. on Friday the 24<sup>th</sup> of January 2020.

**NOTE: Please put 'Administration Position' in the subject title of the email.**

### **Recruitment Timetable**

Closing date for applications: Friday the 24<sup>th</sup> of January at 5pm.

### **Interview Timetable**

**Interviews will be held between 9am and 5pm on Wednesday the 29<sup>th</sup> of January only.**

*The Dental Health Foundation Ireland is an equal opportunity employer and does not discriminate against individuals on the basis of gender, age, race, colour, nationality, ethnic or national origin, religion, marital status, family status, sexual orientation, disability or membership of the travelling community.*