



The Organisation

Scouting Ireland is the largest voluntary youth development organisation in Ireland. Scouting Ireland is a member of the World Organisation of the Scout Movement and it operates in Northern Ireland as well as the Republic of Ireland.

Scout Foundation Northern Ireland (SFNI) operates to secure funding and support the development of Scouting in Northern Ireland.

This job may require occasional evening and weekend work.

Responsible / Reporting to:

Senior Office Administrator

Some of the day to day duties:

- Managing customer queries via phone/email
- Dealing with customer and supplier financial account queries.
- Sending invoices/credit notes out to customers via email.
- Setting up supplier accounts.
- Accounts payable and accounts receivable.
- Processing purchase orders.
- Ordering office supplies.
- Processing expenses and receipts.
- Support to PTC - setting up training courses on database and monitor same, ensure payments are received and recovered from funder, photocopying materials and producing sign in lists, produce certificates, process payments etc.
- Post incoming/outgoing/mass mailing.
- Monitor and check invoices as received and set up payments online for authorisation
- Prepare invoices for audit vouching.
- Maintain petty cash
- Maintain and update email lists and group details.
- Filing of invoices/paperwork.
- Prepare Northern News monthly.
- Other administration duties.

Requirements:

- Excellent Microsoft Office Word and Excel, ideally min of 2 years.
- Good experience in using Sage or Similar accounts package
- Excellent written and verbal communication skills
- Minimum 2 years strong administration skills
- Minimum 2 years book keeping accounts experience
- Excellent customer service skills with a keen customer focus.
- Must be a team player and be able to help team out
- Positive can-do attitude
- Must be organised, logical and be able to work to deadlines

General responsibilities:

- Members of staff are expected at all times to provide a professional service and to treat those with whom they come in contact in a courteous and respectful manner.
- All staff must comply with SFNI Policies
- All staff must carry out their duties with their own, and others, health and safety in mind.
- SFNI are an Equal Opportunities Employer. Staff are required to adhere to SFNI's Equal Opportunities Policy throughout the course of their employment.

To apply please email your CV and a covering letter to: careers@sfni.org