

## JOB SPECIFICATION

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<b>Title</b>	Supervisor (Community Employment) – Finance & Administration
<b>Location:</b>	RADE, OLV Building, Cathedral View Court, Off New Street, Dublin. D08 PW8Y
<b>Contract Type:</b>	Full-time: 9am to 5pm Monday-Friday
<b>Start Date:</b>	January 2025
<b>Reporting to:</b>	RADE Project Director
<b>Function:</b>	To ensure the provision of effective and efficient management and co-ordination of RADE financial, human and material resources. The focus of this role is on finance and administration

### **Finance and Administration**

Ensure the provision of an efficient financial and accounting system in line with organisational requirements

- Maintenance of all financial records including bookkeeping (Quickbooks), and all supporting documentation.
- Administer weekly payroll
- Complete timely financial returns i.e. wages, materials and training claims to Welfare Partners
- Budget management and control. - proactively communicate to the RADE team and liaise with and provide reporting to management
- Liaise with the DSP Community Development Officer, SICDATF, other funding bodies, accountants and bank regarding financial matters as necessary.
- Liaise with DSP regarding annual financial monitoring ensuring provision of all necessary financial records
- Support preparation and submission for annual DP roll-over
- Support preparation and submission for three year DSP renewal
- Liaise with Revenue and make all Revenue Returns
- Maintain organisational cashflow records
- Ensure the security of cash and equipment

### **Training and Development**

- Maintain ILP's for participants in conjunction with Rehabilitation Co-ordinator. Update and manage the accurate completion of records of all participants.
- Provide supervision to Support Workers if required.
- Demonstrate an understanding of the range of programmes and courses available to unemployed and vulnerable adults
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- Fully participate in training and development opportunities as required for the post

### **Community Employment**

- The applicant should have an understanding of the role of Community Employment Supervisor.
- Ensure the CE scheme is compliant with financial, programme and training monitoring requirements as detailed in the CE Procedures Manual
- Maintenance of effective time-keeping record system for participants
- Maintain Supervisor and participant time sheets
- Work closely with Rehabilitation Co-ordinator as needed and provide effective supervisory cover in their absence
- Collaborate with team in development of organisation policies
- Have an overview of the National Drug Rehabilitation Framework and the role of CE in supporting recovering substance users
- Carry out any other functions relevant to the position of Community Employment Supervisor as indicated by Sponsor from time to time

### **RADE Specific Responsibilities**

- Provide support as required towards the annual RADE creative programme
- When needed, assist with workshop facilitation
- Ensure the work areas meet appropriate housekeeping standards and provide a safe and healthy environment for participants – both in terms of facilities and work practices
- Assist with any other duties as required by the project

### **Requirements for the position:**

- Major Award at 3<sup>rd</sup> Level of NFQ Level or higher, preferably in Business/Financial Administration
- Solid understanding of the role of the CE Supervisor
- Minimum of 3 years' experience in an administrative and supervisory/management capacity
- Knowledge of Payroll and Accounts software
- Excellent communication & interpersonal skills
- Excellent administration and computer literacy skills (MS Office)
- Excellent financial planning and administration skills

### **Desirable criteria for the position but not necessary:**

- Website and social media maintenance.
- Knowledge of addiction issues and working with service users towards rehabilitation

### **Remuneration:**

Salary commences at Point 1 of the Supervisors Community Employment Salary Scale at €746.22 per week (inclusive of employers PRSI) Weekly Gross Wage €671.97 with advance to point 4 on the salary scale. (A Supervisor moving directly from another scheme who finishes the Friday immediately before a Monday start at the new scheme can retain their point on the scale.)

**To Apply:** Please submit a covering letter and curriculum vitae outlining your suitability

**By Email:** [gill@rade.ie](mailto:gill@rade.ie)

**Interviews:** Monday 16<sup>th</sup> December

**Queries:** Please address any queries you may have to Gill McCaw, Project Director

[gill@rade.ie](mailto:gill@rade.ie)

<http://www.rade.ie>

**Closing Date:** Monday 9<sup>th</sup> December 2024 5pm