

Projects & Accounts Administrator



**Oakfield
Trust**

Full Job Description

A highly flexible and eclectic, part-time role, in a thriving South Dublin social enterprise.

Company Overview

Oakfield Trust are a 28-year-old social enterprise and registered charity, based in Clondalkin. Our primary activities are providing property-based solutions to social enterprises and local community organisations. We own three commercial properties and lease/sub-lease two in the Clondalkin area, which are rented to social enterprises and community organisations.

We have also supported local community organisations with startup grants, loan finance and project management resources, and donated large sums during the COVID-19 pandemic. In 2023 we began our first open grant fund for social enterprises and we're taking a more active role in developing the sector in Ireland, via advocacy, networking, events & support activities.

Read more about us at www.oakfieldtrust.ie.

About the Role

We are recruiting for the position of Projects and Accounts Administrator, which is a key operational and administrative role at the heart of the organisation. As well as fulfilling critical day-to-day responsibilities, this role will be very important in assisting our efforts to develop our role in the sector and increase our social impact via new projects, collaborations and innovation. These activities will be both as part of your role, and occasionally as part of administrative and project development support to the Social Impact Manager.

Responsibilities and Duties

Company Secretary

- Company Secretary for Clondalkin Community Property CLG (trading name for Oakfield Trust)
- Fulfilling all statutory responsibilities such as returns to the CRO/CRA.
- Annual Charities Governance Code Compliance Record Form.
- Sending out meeting notices, meeting agendas, and preparing the minutes of AGMs and regular Board of Director meetings.
- Providing regular progress reports and dealing with queries on a regular basis.

Company Accounts

- Financial account management and computerised accounts. Keeping up to date accounting records of 2 Companies on "Bright" computerised accounting system.
- VAT Returns for Nangor Road Management CLG.
- Annual returns and Year-end procedures.
- Consulting with Accountants for Annual Audits and filing CRO.
- Invoicing and Monthly Statements.

- Credit control.
- Bank reconciliations and monthly financial Update.
- Bank mandates and communications.
- Monitor & re-issue reimbursable Invoices.
- Quarterly management accounts for Directors.

Property Management & Leasing

- Sourcing tenants, drawing up leases, and getting legal advice if necessary.
- Ensuring that rents are paid on time.
- Source and negotiate maintenance contractors.
- Oversee Maintenance and upkeep of properties.
- Organising local authority water rates.
- Dealing with prospective tenants, existing tenants and those leaving properties.

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Nangor Road Business Park

- Billing and collecting management fees.
- Manage any ongoing legal judgement in relation to Business Park tenants.
- Maintenance of the business park (security; gate problems, lighting; pavements; landscaping; structural upkeep; insurance).
- Organising the company's AGM and regular meetings.
- Tenants' queries and resolutions.
- Line Manager to TUS employee – assigning small tasks within the park and in Oakfield properties.

Insurance

- Insurance for both CCPDL & Nangor Road Management CLG.
- Negotiate terms & premiums with Insurance Companies.
- Providing updated information on building structures.
- Liase with Insurance Companies re-claims, etc.

General

- Diary Management.
- Administrative support to Social Impact Manager.
- Customer Relations.
- Ad Hoc Duties as they arise.

Qualifications and Skills:

Educational Requirements:

Work experience and qualifications will be a priority for us, however Leaving Certificate would be required, and relevant 3rd level accreditations will be to a big advantage.

Experience:

- Suitable amount of experience in an administrative environment is essential.
- Experience in a role with self-sufficiency and teamwork a big advantage.
- Experience of community and voluntary sector a big advantage.
- Project development management experience an advantage.

Essential Skills:

- Accounting experience and experience with computerised accounting packages.
- Own transport with full driving license.
- Excellent Administrative Skills.
- Proficiency in Microsoft Word, Office and ideally PowerPoint.
- Project development skills.
- Ability to work independently and as part of a small team of 2.
- Customer relationship management and communication skills.
- Planning and organisational skills.

Desirable Skills:

- Experience dealing with Charities Regulatory Authority and related administration.
- General social media and marketing skills.

Terms and Conditions

This is a part-time permanent contract (subject to ongoing funding) working 24 hours over Monday to Friday with a flexible structure. There will be a 6-month probation period.

Salary, Benefits, Environment, Location

- Part-time, 24 hrs per week. Office hours Mon–Fri. Working week structure negotiable.
- Salary €25,594 - €28,841 (based on pro-rated scale of €40,989 - €48,069 pa), DOE.
- Generous annual leave - 16 days (based on 26 days pro-rata) not including bank holidays and closed period at Xmas-New Years Day.
- Volunteer Days: 2 days leave per annum to be spent in community & voluntary sector.
- Company mobile phone.
- Pension contribution of 5% of gross salary per annum after 6-month probation period
- Bike To Work Scheme available.
- Flexible hybrid working environment with mix of office-based and working from home.
- Office located in Clondalkin, beside Clondalkin Village.

Equal Opportunity Statement

Oakfield Trust is an equal opportunities employer.

Application Process

1. Please send a full CV and one-page cover letter to info@oakfieldtrust.ie with 'Job Application' in the subject bar.
2. The closing date for applications is Tuesday 3rd December at 5pm.
3. Successful applicants ideally shortlisted for interview in the week of 9th of December.
4. A second interview may be held.