

Mercy Law Resource Centre

25 Cork St, Dublin 8

Phone: 01 4537459

Fax: 01 4537455

Email; info@mercylaw.ie



Title:	Finance Administrator
Employer:	Mercy Law Resource Centre Limited (MLRC)
Reports to:	Managing Solicitor
Salary:	Commensurate with experience
Working Hours:	Part time, 2 days per week
Duration:	Permanent
Location	Mercy Law Resource Centre, 25 Cork Street, Dublin 8

Background information

Mercy Law Resource Centre (MLRC) is an independent law centre, company limited by guarantee and registered charity. MLRC uses the law to help those who are homeless or at risk of becoming homeless. It does this through:

- Free legal advice via phone triage, referrals and clinics held in hostels and drop-in centres;
- Free legal representation;
- Policy work advocating in relation to laws, policies and attitudes that impact our clients;
- A befriending service, where our clients who are without supports can be matched with a volunteer befriender who is a steady support for the client as they navigate asserting their legal entitlements;
- Legal support and training to organisations and professionals working in housing and homelessness.

For more detail on MLRC's work, please see our website www.mercylaw.ie

Role of the Finance Administrator

The Finance Administrator will be an integral part of the MLRC team, reporting to the Managing Solicitor. They will be responsible for all aspects of finance administration in MLRC. Specific responsibilities include:

- Maintaining accounts in line with the Charities SORP, using the accounts package (SURF Accounts);
- Processing payroll using SURF Payroll, including maintenance of records and submission to Revenue;
- Processing payment of invoices, bills and other expenses and issuing invoices for services rendered;
- Filing and payment of all Revenue related returns;
- Management of the VAT Charity Compensation Scheme;
- Producing regular management accounts and others requirements for internal financial reporting, including to the Board and Finance & Risk Committee;
- Banking requirements including online banking, transfer payments, lodgments and reconciliations;
- Monitoring cash flow and overall cash management;
- Assisting with annual budgeting;
- Working with the appointed auditor to produce the audited financial statements;
- Assisting with general administration and compliance-related matters, where required;
- Such other tasks as may be reasonably directed by the Managing Solicitor.

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Essential Requirements

- Minimum 3 years' prior experience in finance administration or a related finance role;
- Prior experience with accounting software comprising or similar to SURF Accounts and SURF Payroll, and generally strong computer literacy with all Office applications including excel;
- Strong numeric and analytical skills,
- Excellent attention to detail;
- Familiarity with the Charities SORP;
- Strong administrative and organisational skills and attention to detail;
- Flexibility, enthusiasm and commitment to the mission of MLRC.

Terms and Conditions

The position of Finance Administrator will be offered as a permanent contract with a six-month probationary period. The salary offered is commensurate with experience. This is a part-time position based at Mercy Law Resource Centre, 25 Cork Street, Dublin 8, subject to remote working arrangements where required due to COVID-19 restrictions. The role requires 2 days per week, flexible working arrangements and half-day scheduling will be considered.

Application

Please email a CV and cover letter (two-pages maximum) outlining your relevant experience and suitability for the role to the MLRC Managing Solicitor, Aoife Kelly-Desmond, at aoife@mercylaw.ie. Alternatively, please send by post to Managing Solicitor, Mercy Law Resource Centre, 25 Cork Street, Dublin 8. Incomplete applications will automatically be disqualified.

Closing date for applications is 5pm on 3 September 2021.

MLRC is an equal opportunities employer.