

Role Profile

Job Title: Admin/Office Manager
Department: Finance
Reports To: Group Financial Controller
Ref: Ref-268 V1 – 17 April 2023 #IJC

Role Overview

Reporting to and working with the Group Financial Controller the main objective of the role is to manage the day to day running of the accounts department and to supervise the Banking and Accounts Payable teams. The Admin/Office Manager will be flexible and will work within the team to support all areas.

Main Duties

- Leading and Managing the Banking and Accounts Payable Functions
- Hiring, training, motivating, and evaluating accounts payable and banking staff members
- Ensuring the team has all the resources required to complete their tasks
- Is responsible for the procedure for retention, protection, retrieval, transfer, and disposal of records
- Setting and facilitating the achievement of department objectives and KPIs
- Managing a team of approx. 8 people
- Maintenance and development of efficient and controlled invoice processing and payment procedures
- Development of Accounts Payable Reporting Timetable
- Work with the Accounts Payable team to determine weekly supplier payments
- Management of supplier queries and being the main point of contact
- Develop payment schedules with suppliers
- Support to develop and implement office policies and procedures
- Supervise the cash management function
- Upload and approve all payments in the relevant banks
- Work with Bank Admin to ensure that all cash postings are made
- Supervise the preparation of Cash Flow Projections and Actuals on a weekly basis
- Cover for Bank Admin

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- Competent in the use of technology with excellent IT skills, Excel and Word are essential
- Experience in the management of staff
- Ability to display high levels of numeracy and literacy ability
- An ability to gather, analyse and present financial information in a user friendly manner
- Organisational skills having the ability to manage conflicting priorities
- Enthusiastic and flexible team player with high expectations of self and others
- Able to work under pressure, on own initiative and constantly seek to improve

- Good communication skills to interact with other departments
- Be self-motivated with the ability to lead, manage and develop the team to ensure the most efficient delivery of service
- You will proactively strive to enhance existing processes to add value and will adapt quickly and positively to change

Experience and Qualifications

- Minimum 5 years accounts experience
- Excellent financial acumen and commercial awareness
- Knowledge of ERP Systems and Microsoft Excel is essential
- Hold an accounting qualification (Accounts Degree/Accounts Technician) or be working towards it

Other Significant Role Requirements

- Flexibility as the role will be varied
- Motivation to develop and maintain internal and external relationships
- Willing to train quickly and under pressure
- Good Attention to detail
- Strong initiative
- Ability to manage their own time and prioritise appropriately
- A desire to develop and learn
- Ability to analyse situations and problem solve as required
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Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

Employee Signature _____ **Date** _____