

Role Profile

Job Title: Banking Administrator
Department: Finance
Reports To: Admin/Office Manager
Ref: Ref-269 V1 – 28 Apr 2023 #IJC

Role Overview

Reporting to the Admin/Office Manager the main objective of the role is responsibility for the bank account administration, cash management, cash flow projections and ensuring best practice and controls are in place for all regions. This is a very important role within the finance function.

Main Duties

- Maintenance and development of efficient and controlled payment procedures
- Management of daily cash flow for all regions ensuring funding/surplus cash positions identified
- Download bank statements for all companies
- Complete daily cash report for Ireland, UK and TT
- Process all payments on the various banking systems
- Post all payments and direct debits on system
- Reconciliation of direct debits and finance accounts, including leasing
- Daily reconciliations of the bank accounts for Ireland and UK
- Planning and Posting Fx deals for sterling accounts
- Generate End of Day Cash Flow Report
- Generate and Manage Cash Flow Projections and Actuals on a weekly basis
- Management of Petty Cash transactions for Ireland and UK
- Complete petty cash for all regions

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
- 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
- He/She will proactively strive to enhance existing processes to add value and will adapt quickly and positively to change

Experience and Qualifications

- Minimum 3 years accounts experience
- Excellent financial acumen and commercial awareness
- Knowledge of ERP Systems and Microsoft Excel is essential

Other Significant Role Requirements

- Flexibility as the role will be varied
- 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

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** _____