



## **Vacancy – Office Administrator / Bookkeeper**

Cork Counselling Services is a progressive community-based charity and social enterprise that has responded to social need in an equitable and inclusive way since 1982, being one of the first centres in the country to provide a professional counselling service to the community. We are committed to providing counselling and psychotherapy of the highest ethical and professional standards to all members of society on an equitable access basis. We also train students so that they attain professional counselling standards reflecting best practice nationally and internationally. See [www.corkcounsellingservices.ie](http://www.corkcounsellingservices.ie) for more information.

We have an immediate vacancy for a fulltime Office Administrator / Bookkeeper at Cork Counselling Services based at number 7, Fr Mathew St, Cork City to join our

### **Reports to:**

Head of Business

### **Role:**

The Office Administrator / Bookkeeper will work across Business, Training and Clinical areas, being based partly in the busy front office in Fr Mathew Street and partly away from the front office for bookkeeping and other administrative duties (possibly from home). The job requires a blend of empathy, service orientation and administrative skill as well as the oversight and assertiveness required to organise people and processes / systems efficiently. There will be staff, client, student and supplier interfaces in this role.

Because of the team basis and the strong humanistic ethos of CCS he/she needs to embody the values of the organisation in discharging his/her duties. It is essential that the post holder is an excellent communicator. He/she needs to be flexible and assume personal responsibility and initiative in relation to his/her role, working respectfully and inter-dependently with others, giving help and seeking help.

The role requires qualifications or proven skills in business administration, bookkeeping, accounts packages, Microsoft Office but with an understanding and empathy of counselling.

**Business Administration Responsibilities:**

- To coordinate internal accounting activity in conjunction with Head of Business and external accountants / auditors
- To run payroll using our Thesaurus software for 8-10 staff and interface with Revenue
- To perform bookkeeping with relation to income (invoices re counselling fees, student fees, supervision fees, donations, grant income) and expenditure (supplier payments, loan repayments, pensions, insurances, professional memberships, university fees, library fees, cleaning, contracting, marketing and advertising expenditure, IT expenditure etc.
- To manage bank, credit union and credit card accounts, chequebook, cash / credit card lodgements etc.
- To produce or liaise with others to produce quarterly management accounts
- Attend Business Administration Meetings with the administration Team

**Training Administration Responsibilities:**

- To support a busy training team who run a Coventry University Degree level course for over 100 students
- To be the first point of contact / administrator for the Year 1 & 2 student cohorts
- To assist when needed the Year 3 & 4 student cohorts
- To liaise with students and their tutors / trainers in terms of course requirements
- To administer the application, selection and enrolment processes for students
- To assist with the booking of venues and the requirements needed for training events
- To support the organisation of reviews by our accrediting bodies
- To provide secretarial support in the production of training materials
- To assist the organisation of graduation event on an annual basis.
- Attend Training Administration Meetings with Training Team.

**Clinical Administration Responsibilities:**

- To be the first point of contact for clients
- To liaise with clients and counsellors relating to the organisation of client appointments
- To field incoming phone calls on a part time basis.
- To assist in the management of client waiting lists, supporting the Clinical Team

**Contract:**

Fulltime Permanent role subject to probation period. Monday to Friday (some Saturday hours a possibility) 39 hours per week, €13.50 to €15.30 per hour relative to experience

**Applications:**

CV and cover letter outlining motivation to Mr Valentine Healy, Office Manager, Cork Counselling Services, 7 Fr Mathew St, Cork [info@corkcounsellingservices.ie](mailto:info@corkcounsellingservices.ie)

**Closing Date:**

Friday 4th November at midday.