



## FESTINALENTE MISSION STATEMENT

The mission of Festina Lente is to provide a range of integrated training, occupational, learning and employment opportunities to people with disabilities. These services are provided through equestrianism, horticulture and community-based activities with an emphasis on choice, personal development and progression. The services are provided through the following:

- Equestrian Training Programme
- Transition Training Programme
- Festina Lente Riding School
- Festina Lente Gardens

**Job Title:** Accounts Assistant – Permanent Part Time Position (job share)  
**Location:** Old Connaught Avenue, Bray, Co Wicklow  
**Reporting to:** Accounts Administrator  
**Responsible to:** Chief Executive Officer

**Main purpose:** Reporting to the Accounts Administrator, the Accounts Assistant will be responsible for processing Riding School payments for group lessons and pony camps and assisting where appropriate with private lessons and other equestrian related programmes. The Accounts Assistant will also be responsible for taking bookings for the above.

### **JOB DESCRIPTION: The principal duties and responsibilities include:**

1. Communicating with riding school customers to take booking and payments for group lessons and pony camps
2. Sales Order processing; creating Invoices and Statements on a regular basis for Riding School customers (TAS)
3. Editing and maintaining regular use of Excel Spreadsheets – this involves Riding School timetable updates and exporting various reports from TAS to Excel
4. Inputting Debits and Credit receipts and payments from the bank statements to TAS – including customer Credit Transfers and Standing Order payments
5. Maintaining and editing existing customer based “Cloud” database
6. To prepare and update Riding School Timetables and Classes on Salesforce (Cloud)
7. To maintain all records in line with Festina Lente’s Financial Procedures Policy
8. To carry out administrative tasks in consultation with the Accounts Administrator to ensure smooth running of the Accounts Department
9. To provide cover in Reception as required
10. To comply with the Health & Safety Requirements of Festina Lente
11. To attend staff meetings and training as required
12. To build and maintain excellent working relationships with colleagues, service users and trainees of Festina Lente
13. This job description is not exhaustive and other duties may be assigned from time to time in accordance with the needs of the organisation. This job description may be revised to take account of changing circumstances or requirements

## **PERSON SPECIFICATION**

The person appointed to this role will ideally meet the following requirements:

- Would hold or be working towards an ATI certificate or related accountancy qualification
- A strong understanding of the workings of an office (with a minimum of three years' experience in a related field)
- Experience or a strong understanding of "TAS" or similar accountancy software
- Experience and a strong understanding of Excel
- Experience in "On Line Banking"
- Experience working with a Database software
- Aptitude with working on online based software (Salesforce, SagePay, POP)
- Committed to encouraging continuous improvement and learning
- Manages your own workload effectively while responding creatively and flexibly to new demands.
- Strong organisation and communication skills
- Has the capacity to integrate well with, and contribute to, an evolving organization

## **PERSONAL ATTRIBUTES**

- Excellent communication and interpersonal skills and an ability to adapt communication styles to suit the needs of individual trainees, service users, staff members and clients of Festina Lente
- An ability to maintain calm and composed in a busy and demanding environment
- An ability to multitask
- Confidence in one's own strengths and ability
- Self-motivated with a proven ability to work to deadlines

## **CONDITIONS OF EMPLOYMENT**

**Salary:** €26,000 – 32,000 (pro-rata)

**Hours:** 19.5 hours per week

**Working Hours:** Ideally afternoons but consideration will be given to *mornings* or a combination of *mornings and afternoons*

**Annual Leave:** 22 days annually. Entitlement to Public Holidays will be in accordance with the Working Time Act of 1997 (pro rata). Compulsory leave must be taken at Christmas.



**Location of the position:** Old Connaught Avenue, Bray, Co. Wicklow.

## **HOW TO APPLY**

Closing Date for Applications: Friday 8<sup>th</sup> of December, 2017.

Application forms can be found on our website <http://festinalente.ie/about-us/job-vacancies/festina-lente-job-vacancy-application-form/>.

Please email Catherine Buckley [catherine.buckley@festinalente.ie](mailto:catherine.buckley@festinalente.ie) if you have any queries.

Interviews will be held on Monday the 18<sup>th</sup> of December, 2017

## **SELECTION PROCESS**

Selection will involve short listing of applicants for interview based on the criteria for the position as outlined in this job description.

## **FESTINA LENTE CHILD PROTECTION POLICY / GARDA VETTING / MANDATORY DECLARATION**

Garda Vetting for all employees and volunteers is compulsory and those candidates invited for interview will be asked to complete a Garda Vetting form for submission at that time.

The successful candidate will be provided with a copy of the Festina Lente Child Protection Policy and will be required to sign their acceptance of the contents of this document.

A Mandatory Declaration Form must be signed in advance of commencement of employment.

*Festina Lente is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society*