



MONEY ADVICE & BUDGETING SERVICE

REGIONAL ADMINISTRATOR

Candidate Information Pack

April 2024



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Money Advice & Budgeting Service

The Money Advice & Budgeting Service is a free, independent, confidential and non-judgmental money advice and budgeting service for all members of the public. MABS primarily works with people experiencing over-indebtedness. MABS work with clients who may have difficulties with a wide range of personal debts including personal loans, mortgages, credit card debt, catalogue debts, debts to legal moneylenders and hire purchases. We assist clients by reviewing budgets, negotiate with creditors and look at opportunities to maximise income.

MABS also act as Approved Intermediaries under Personal Insolvency legislation for clients availing of a Debt Relief Notice. MABS has always dealt with mortgage and housing related debt and this is treated as a priority debt in MABS. MABS has an additional panel of over 30 Dedicated Mortgage Arrears Advisers to work with clients on their mortgage arrears issues.

MABS acts as the gateway to advice under the Abhaile scheme, which provides vouchers for clients to see Personal Insolvency Practitioners, Legal or Financial advisers. In addition, MABS supports clients at all of the repossession court sittings in the country as Court Mentors.

MABS has a remit in Money Management Education by advising clients in relation to budgeting and debt management and facilitating group talks in schools and the community in relation to money management, good saving and spending habits, sources of credit and the avoidance of over-indebtedness.

The Role

The Regional Administrator will support the essential HR, Finance and Governance functions of the company to ensure compliance with legal and regulatory requirements and the smooth operation of the company.

Applicants

If you are interested in working within a dynamic, face-to-face money advice service, engaging with people from diverse backgrounds who are experiencing difficulty with debt we would welcome your application for the position of Regional Administrator with our service.

MABS Regional Companies

Each MABS employee is part of a Regional company, which covers a large geographic or urban area. The Regional Company is a registered charity and lead by a Regional Manager reporting to a voluntary board of Directors and funded through a service level agreement with the Citizens Information Board.

The eight regional MABS companies are as follows: North Dublin, Dublin South, North Connacht & Ulster, North Leinster, North Munster, South Connacht, South Leinster and South Munster, as illustrated in the map below.





Regional Administrator - Job Description

Reporting to: The Regional Manager and Corporate Services Manager

Key Responsibilities:

Financial Administration

- Prepare and maintain, full and proper financial records of all transactions carried out on behalf of the company;
- Monitor income and expenditure and assist with preparation and monitoring of budgets and financial planning for the region;
- Maintain all aspects of payroll for the company in conjunction with the outsourced payroll services provider ensuring compliance with CIB Financial Controls, Revenue Requirements and all other regulatory requirements;
- Undertake all bookkeeping responsibilities and processing of all invoices and payments as required;
- Liaison with creditors, debtors and financial institutions;
- Maintain the Fixed Asset Register for the company;
- Undertake procurement, utilising the OGP Framework where appropriate and maintain a contracts register for the company;
- Monitor financial compliance and record-keeping as per the CIB financial controls and any national or public sector guidelines or requirements applicable to bodies in receipt of public funds;
- Work and co-operate with the External Auditor in their preparation of the annual audit;
- Keep up to date with technological advances and accounting software to support the financial administration of the company;
- Support in establishing and maintaining financial policies and procedures for the company.

Company Governance Administration

- Provide administrative support in relation to MABS Board Meetings, including organisation of meetings; distribution of documentation; maintenance of contact lists; minute-taking – Board and Sub Committee Meetings; General Meetings (AGM/EGM).
- To prepare and assist in the collection of data for the monthly, quarterly and annual reports of the company.
- Assist the Regional Manager with the production of reports as may be required – for submission to the Board of Management, Citizens Information Board and other internal and external bodies.
- Prepare and file correspondence on behalf of the Regional Manager and Board of Directors.



- To be responsible for the compiling and collating of statistics for the Company from the client case management system(s) or any other system and preparing reports for the Board and the Citizens Information Board.

Human Resource Administration

- Ensure personnel records are maintained for all employees in compliance with GDPR and relevant legislation.
- Support the Regional Manager and Corporate Services Manager with relevant recruitment campaigns.

General

- To provide secretarial and administrative support, including typing, record keeping, filing, input and maintenance of data information etc. as required, in compliance with company's responsibilities under Data Protection law and the GDPR.
- Ensure the day-to-day running of the Regional Office is carried out in a professional and efficient manner including prompt answering of the telephone and monitoring of the Regional Office email account.
- Undertake ongoing training and professional development, appropriate to the position;
- Attend seminars and meetings when directed by the Regional Manager and Corporate Services Manager.
- Such other administrative duties as might be assigned by the Corporate Services Manager.

This list is not exhaustive but serves to reflect the nature of the duties included in the role. Given the nature of the organisation, the role is subject to change over time.



Regional Administrator – Person Specification

Essential Education Qualifications and Experience

- An administration qualification QQI Level 6 or similar qualification to include excellent computer literacy and competency in Microsoft Office.
- A minimum of 3 years' relevant administrative experience.

Essential Knowledge and Skills

- Ability to provide comprehensive secretarial and administrative support;
- Excellent attention to detail;
- Knowledge of and skills in maintaining records/files;
- Excellent IT skills and experience in maintain databases;
- Excellent numeracy skills;
- Knowledge and skills in preparation and maintenance of full and proper financial records and banking procedures;
- Ability to and experience of working as a member of a team or on own initiative;
- Experience in minute taking;
- Excellent verbal and written communication, including fluency in the English language;
- Ability to work to meet agreed objectives and deadlines.

Regional Administrator – Required Competencies

Competency	Indicators
C1 Planning, Organising & Administration	<ul style="list-style-type: none"> • Organises own time effectively, creates own work schedules, prioritises workload, prepares in advance and sets realistic timescales. • Uses relevant systems to organise and prioritise workload effectively and diary manage their own and others work. • Makes sure all activity and resources are used efficiently and effectively. • Is flexible and is adaptable to changing circumstances • Ability to successfully plan and organise meetings or events in a busy working environment, prepare and circulate documentation and take minutes of same. • Follows all procedures and protocols, understanding their value and the rationale behind them.
C2 Financial and Human Resource Administration	<ul style="list-style-type: none"> • Handles and manipulates numerical information accurately. • Understands the principles and practice of accounting procedures. • Prepares accurate financial records for management, Board and funders. • Prepares for banking transactions and keeps accurate records of same. • Supports internal and external audit process of the company and complies with financial controls and procurement policies. • Filing and maintenance of human resource records using appropriate IT systems and preparation of recruitment material. • Uses and maintains skills of relevant IT software to carry out accounting and human resource tasks.
C3 Effective Communication	<ul style="list-style-type: none"> • Ability to effectively communicate, both verbally and in writing, with individuals and groups. • Ensures there is an effective flow of information in terms of awareness and understanding. • Is flexible and able to use varying styles and methods of communication. • Expresses ideas clearly and logically.
C4 Teamwork & Collaboration	<ul style="list-style-type: none"> • Ability to work co-operatively within a group and to achieve goals in a respectful manner. • Understands and is tolerant of differing needs and viewpoints. • Works well with all stakeholders, both internal and external. • Actively helps and supports others to achieve team goals.

Competency	Indicators
C5 Record Management	<ul style="list-style-type: none"> • Produces high quality work showing accuracy and attention to detail. • Displays familiarity with the main systems and procedures related to the administrative work of the company. • Works confidently with figures. • Uses databases and systems to maximise efficiency of record management.
C6 Specialist knowledge, Expertise & Self Development	<ul style="list-style-type: none"> • Financial record keeping using accounting software packages. • Human resource record keeping and technical skills in minute taking, typing and production of documents. • Excellent working knowledge of all Microsoft Office applications, spreadsheets, financial and case management systems. • Develops and maintains the skills and expertise required to perform the role effectively e.g. relevant technologies and policies. • Is committed to self-development and continuously seeks to improve personal performance.

Regional Administrator – Terms and Conditions

Salary: Full Time Salary scale of €29,109, €30,310, €31,506, €32,700, €33,893, €35,094, €36,287, €37,488, €39,749 (max) - €41,354 (LSI1) - €42,961 (LSI2)

LSI = Long service increment achieved after 3 years' service

Incremental Credit: It is expected, that all new entrants to North Leinster MABS will be appointed at point one of the salary scale. However, North Leinster MABS operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into MABS. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form only. A request for incremental credit from a successful candidate must be made within the first 3 months of employment. The decision on whether or not to award an incremental credit is a decision made by the Board and is subject to the availability of funding.

Pension: A company pension scheme is in place, and membership is obligatory upon commencement. Employee contribution; 5% of salary, Employer contribution; 7% of salary. Please note that MABS has established a normal retirement age in line with the State Pension (currently 66).

Annual Leave: Calculated on a pro rata basis for part year and part time as follows:

- 23 days
- After 5 years' service = 26 days

Full Terms and Conditions are contained in a MABS Staff Handbook which is issued with and forms part of an employee contract with the Money Advice & Budgeting Service (MABS) companies.

How to Apply

- A relevant application form can be accessed at www.mabs.ie
- Applicants must meet the minimum criteria for the role set out in the person specification and possess all required competencies and will be shortlisted solely on the basis of information provided in their completed application form.
- Curriculum Vitae (CVs), late, incomplete or hand-written applications **will not** be considered.
- Please contact northleinster@mabs.ie if you have any special requirements in relation to completing the application form.
- **Closing date:** 12 noon on Monday 29th April
- **Please email application form to:** northleinster@mabs.ie
- Successful applicants may be required to complete an assessment on the day of interview, which may be an IT or written skills test, case study and or presentation, you will be advised in advance.
- A panel of qualified candidates may be formed from which permanent, part-time Regional Administrator posts which arise in a specified period, up to a maximum of 12 months, will be filled. Posts will be located in the Drogheda, Co Louth.
- For information on how your personal data will be used as part of this process please refer to our Data Protection Notice for Job Applicants, available at the following link: http://www.citizensinformationboard.ie/en/data_protection/mabs.html

Money Advice & Budgeting Services are equal opportunities employers.