



The Institute of Geologists of Ireland provides professional accreditation for geoscientists in Ireland and promotes the interest of its members in Ireland and internationally. The IGI is a growing and dynamic membership-based organisation, with approximately 230 members. The IGI provides regular updates to its membership along with providing courses and events (approximately 5 to 6 times per annum) and acting as the main point of contact with international Geoscience organisations.

Proposal:

The IGI wishes to invite applicants for the provision of part-time Executive Secretary services to the IGI. The role of this person is to manage the administrative and financial affairs of the IGI, along with the promotion of IGI through social media, organisation of events etc.

Applicants for this role should submit a Curriculum Vitae, personal statement (max 1 page) outlining their experience for the role and a financial proposal for the tasks outlined below. The initial service period will be for a term of 1 year with a view to extending it.

While the IGI office space is located in Merrion Sq, Dublin, remote working is acceptable with interim office visits as required for the role (estimated at a minimum of one visit/month). Expenses will be paid on a pro-rata basis per event etc to be agreed prior to commencement of the service provision.

The role is envisaged to require 20 hours per month and applicants should note in their financial proposal a fixed cost to cover this. Months where additional working hours are required, a pro-rata rate will be applied. Applicants should quote in their financial proposal a lump sum, along with a pro-rata fixed hourly rate. Out-of-pocket expenses for specific IGI events/ workshops will be covered separately on a pre-agreed, receipted basis.

The successful applicant will be contracted by IGI to provide services as outlined herein and the successful candidate will be required to provide a current Tax Clearance Certificate to the IGI.

Experience & Competency Requirements

- Good organiser
- Good communicator
- Interest/Qualification in Geoscience preferred
- Competency in IT (particularly Microsoft Suite including Access Database Systems and Cloud Storage)
- Competency in Social Media
- Competency in Bookkeeping (such as Microsoft Money or equivalent)

Company number 314400. Directors: Marie Fleming, Jim Hodgson, Claire Clifford and Catherine Buckley

Member of the European Federation of Geologists
Office: Institute of Geologists of Ireland, 63 Merrion Square, Dublin 2, Ireland
e-mail: info@igi.ie; web: www.igi.ie



On-going tasks:

General:

- Track IGI finances through IGI bank accounts and Paypal
- Prepare monthly reports for submission to the Treasurer
- Track incoming CPD records
- Track incoming membership fees
- Issue letters and emails to members with outstanding CPD or membership fees
- Monitor emails
- Prepare weekly circular for IGI membership and Associates outlining upcoming talks, jobs etc

Book keeping/financial

- Maintaining books of account using Microsoft Excel including submission of all relevant information to Auditors for Annual Accounts.
- Maintaining a record of invoices and expenses
- Monitoring bank statements through paper statements and/or online banking facility.
- Maintain a clear, well-structured computer filing system for all files relating to accounting, banking, invoices (payable and receivable).
- Competent IT skills for using online banking, PayPal etc., and incorporating same into book keeping procedures.
- Operate cheque requisition and issuing procedures as set out.
- Efficiently process invoices, payments, and follow-up as necessary in a timely manner.
- Issue invoices and receipts for Members' fees.
- Maintain hard and soft copies of invoices/receipts backing up each transaction.
- Monthly report to be sent to the Hon. Treasurer two days before monthly board meetings. The report should:
 - Summarise the financial position.
 - Provide information of monies in the Institutes accounts.
 - Reconcile bank statements with outstanding payments (payable and receivable).
 - Compare with the approved annual IGI budget and the same period in the previous year.
- A monthly summary of all payments and receipts to be e-mailed to the Hon. Treasurer by the 7th of the following month, with exceptional items clearly identified.
- Prepare accounts for Audit and respond to questions from the Auditor.

Office administration/secretarial

- Telephone and postal correspondence as required
- Record keeping and filing

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- Receipt and processing of publications for membership
- Maintenance of membership records.
- Issue and processing of annual member Continuing Professional Development forms.
- Filing – paper and digital, scan appropriate paper correspondence.
- Issue of member certificates
- Management of office equipment and supplies
- Respond to enquiries.
- Assist Board Members with their duties.

Communications

- Maintenance of IGI email address
- Mailing list management of members
- Social media communication as specified by the board.
- Email marketing– preparation of weekly e-mail Bulletin.

Event organization

- Assist with venue hire and catering arrangements for IGI organized events.
- Assist with IGI organized events, including assistance with logistics, management of registration, name badges, hand-outs etc.
- Assist with arrangements for speakers at IGI organized events.
- Gifts, awards etc. as the organizers may need.

IGI is an equal opportunity employer and applications are invited for a capable person to undertake the Contract role as described above. The successful candidate should be dynamic and flexible, with a willingness to work both independently and in collaboration with IGI colleagues. A high degree of initiative is welcome, with excellent inter-personal and communication skills in dealing with our diverse membership.

Award criteria (50 Marks)

Scoring of Cost will be on financial proposal provided, exclusive of VAT. (25 marks)

General Suitability, which will be evaluated on the submitted CV, including references, and personal statement. (25 marks)

Please email the Curriculum Vitae, personal statement (max 1 page) and a financial proposal to info@igi.ie .

The closing date for applications is at **1700Hrs, Wednesday 24th May, 2017**. If the position is not filled following the receipt of applications on this date, notification of extension may be circulated.

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