

## **Volunteer Ireland: Finance and Governance Officer** **(<https://www.activelink.ie/node/109129>)**



### **Finance and Governance Officer** **(Full Time)**

Volunteer Ireland is recruiting for a full time Finance and Governance Officer. The role is based remotely in Ireland, with occasional work from Volunteer Ireland's offices in Regus House, Harcourt Centre, Harcourt Road, Dublin, D02 HW77. The role is a full-time permanent contract (35 hours per week). The salary is €35k-€37k per year.

For more details of the role and some background on the organisation please view the application pack attached, which includes a full job description and application form.

#### **To apply:**

To apply for this position, please complete the attached application form and submit it as per instructions below.

*Applications will only be considered if submitted on the application form. Please do not send your CV.*

**Applications should be submitted by email with Finance and Governance Officer in the subject line to [lauren@volunteer.ie](mailto:lauren@volunteer.ie) (<mailto:lauren@volunteer.ie>)**

#### **Queries:**

Please address any queries you may have about the Finance and Governance Officer role to: Emma Hopper, Head of People and Programmes

Tel: 01 636 9446 (tel:016369446) | [emma@volunteer.ie](mailto:emma@volunteer.ie) (<mailto:emma@volunteer.ie>)

**Closing Date:** 5pm Friday 19th July 2024

**Interviews:** Interviews will take place on Thursday 25th July 2024

Incomplete applications or applications received after this time will not be considered.

#### **Benefits:**

- 25 days annual leave (two to be kept for Christmas-New Year when office closes) with an extra day added per year of service up to three years.
- Four days paid leave per year to volunteer
- Four weeks per year "work from anywhere" policy
- Access to employee pension scheme on completion of probation, matched by the organisation up to 5%
- Training and development budget ring fenced for each employee
- Cycle to work scheme
- Employee Assistance Plan

#### **Diversity at Volunteer Ireland**

We value diversity and aspire to reflect this in our workforce. We welcome applications from people from all sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion, or belief. This role requires applicants to have the right to work in Ireland.

**Region**

Remote / Dublin 2

**Date Entered/Updated**

24th Jun, 2024

**Expiry Date**

19th Jul, 2024

<b>Attachment</b>	<b>Size</b>
<a href="#"><u>Finance and Governance Officer Job Description Final.pdf</u></a>	242.54 KB
<a href="#"><u>Finance and Governance Application Form.docx</u></a>	2.42 MB

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**Source URL:** <https://www.activelink.ie/vacancies/community/109129-volunteer-ireland-finance-and-governance-officer>