

Downstrands Family Resource Centre: Financial Administrator **(<https://www.activelink.ie/node/109350>)**



Overall purpose of the position: To support the voluntary Board of Directors, staff and community leaders to follow through the aims, objectives and actions of Downstrands Family Resource Centre in response to the needs of children and families.

The Financial Administrator will control and monitor the overall financial expenditure of the project and organise the administration of its service. The Financial Administrator will report to the Project Manager. The post is 35 hours per week.

The successful candidate will have:

- At least three years proven work experience as a Financial Administrator, or similar role, with strong secretarial skills and experience of working in an administrative capacity.
- An in-depth knowledge and experience of working with accounting software, preferably SAGE, within the last two years.
- Accounting Technician Qualification (or similar) would be desirable.
- Have experience of managing multiple funding streams, reporting to funders and dealing with funder audits and queries.
- Good understanding of all bookkeeping procedures, with proven experience of preparing accounts and preparation of annual audit filing.
- Knowledge and experience of using computerised payroll and ROS.
- Excellent IT skills and knowledge of computer packages including MS Outlook, MS Word, MS Excel and MS Publisher.
- Good time-management and organisational skills.
- Ability to always maintain data confidentiality.
- Good interpersonal skills and be able to operate flexibly and work within a team environment.

Salary, commensurate with qualifications and experience, will be from €34,133 to €36,141.

Shortlisting criteria will apply. Closing date for receipt of applications is: **Wed 7th August at 12noon**. Job description available on request email downstrandsrecruitment@gmail.com (<mailto:downstrandsrecruitment@gmail.com>)

Curriculum Vitae along with a cover letter, outlining your suitability for the post, can be emailed to downstrandsrecruitment@gmail.com (<mailto:downstrandsrecruitment@gmail.com>)

Start date for role will be Mid Sept 2024

Downstrands FRC is an equal opportunities employer. This position is funded by TUSLA Child and Family Agency

Region

Portnoo, Co Donegal

Date Entered/Updated

4th Jul, 2024

Expiry Date

7th Aug, 2024

Source URL: <https://www.activelink.ie/vacancies/community/109350-downstrands-family-resource-centre-financial-administrator>