

Bradóg Youth Service: Administrator (Part Time) **(<https://www.activelink.ie/node/109416>)**



Bradog Youth Diversion & Detached Team – PT Administrator

Salary: Admin G.III-IV

Hours: Part-Time, 2 Days Per Week

Reporting To: Project Leader

Term: Fixed Term

Starting Date: 09/09/2024

Application Deadline: 5pm Friday 26th July 2024

Location: Bradóg Youth Service, 34 Dominick Place, Dublin 1

Benefits

- 22 days per year (Pro-Rata)
- Sick leave scheme (Pro-Rata, activated once probationary period is successfully completed).
- Flexible work schedule
- Time in leu for additional hours worked.

Bradóg Youth Service is a community-based non-profit organisation dedicated to providing personal and social development programmes for young individuals in North Dublin Inner City. Our objective is to support young people by offering tailored activities that meet their individual needs and lifestyles. We collaborate with other organisations to promote youth involvement and equality.

Vision

That young people reach their full potential and become the drivers of change in their community.

Mission

We provide effective interventions and programmes for young people by building relationships and creating opportunities to foster their development, growth, and wellbeing.

Essential Skills and Experience

The successful applicants will have the following requirements;

- A professional qualification in Administration / Finance or similar field - Essential
- Leaving Cert minimum level of Education - Essential
- 3 years' experience working in administration / finance preferable in Community or Non-Profit setting - Essential.
- Experience of using Office 365, Microsoft Word, Excel etc.- Essential
- Experience of using Sage Software Accounts Package or similar - Essential
- Experience of using Sage Payroll Package or similar - Essential
- Experience of financial budgeting / planning
- Experience of HR Administration

- Excellent Admin./ Communication and Interpersonal skills - Essential
- Be able to work on own initiative.

Key Responsibilities

The Administrator, will be responsible for the following duties:

- Operating Bank Accounts / IB / processing of payments / receipts / reconciliation
- Credit/Debit Card administration.
- Staff Payment Card Drawdowns
- Providing Management and Staff with financial and admin support
- Dealing with Incoming / Outgoing emails / post
- Keeping up to date records on Staff Annual Leave / Sick Leave
- Dealing with contractors e.g. Repairs / Maintenance
- Inform Admin Manager / Project Leader of any finance / admin issues.

List of duties are contained within the Job Description

This post is -funded by Dep of Justice.

HOW TO APPLY:

- Please submit your Cover Letter and Application Form to:maria.odonoghue@bradog.com
(<mailto:maria.odonoghue@bradog.com>)
Closing date for receipt of completed applications Friday 26th July 2024 at 5 pm. Applications received after this deadline will not be accepted.
- Bradóg Youth Service is an equal opportunities employer.
- Interviews are planned to commence in August 2024.

Shortlisting may apply.

Region

Dublin 1

Date Entered/Updated

9th Jul, 2024

Expiry Date

26th Jul, 2024

| Attachment | Size |
|--|----------|
| Bradog_Ys_Part Time_Administrator_Job_Description.docx | 70.32 KB |
| Bradóg_Application_Form_2024.docx | 78.5 KB |

Source URL: <https://www.activelink.ie/vacancies/children-youth/109416-bradog-youth-service-administrator-part-time>