

Knockanrawley Resource Centre: Finance Administrator **(<https://www.activelink.ie/node/110250>)**



Finance Administrator

Are you a skilled finance professional passionate about making a difference in the community? Knockanrawley Resource Centre CLG (KRC) is looking for a dynamic and innovative Finance Administrator to join our team. With a rich history since 1991, KRC is a leader in community development, offering diverse programs to foster social inclusion and empowerment in Tipperary Town and surrounding areas.

Why Knockanrawley Resource Centre?

At KRC, we believe in the power of community participation for new beginnings. Our mission is to empower individuals, families, and groups by providing opportunities for personal and collective growth. As our Finance Administrator, you'll play a pivotal role in supporting our financial strategy, ensuring excellence, and driving positive change through technology and process improvements.

Key Responsibilities:

- **Financial Management:** Oversee the maintenance of accurate books of accounts, prepare and manage payroll, and ensure compliance with statutory financial regulations, grant management and reporting. Your attention to detail and expertise will safeguard our financial integrity.
- **Strategic Reporting:** Prepare and deliver insightful financial reports, assist in budgeting, and work closely with the Management and Board to align financial strategies with KRC's overall mission.
- **Process Innovation:** Lead the development and enhancement of financial systems and processes. Utilise your tech-savvy skills to streamline operations and improve efficiency across our financial functions.
- **Training & Support:** Conduct financial training sessions for staff ensuring the accurate reporting of financial data and fostering a culture of continuous learning and development.

What We Offer:

- **Impactful Work:** Contribute to meaningful community projects that make a real difference in people's lives.
- **Professional Growth:** Engage in a challenging role with opportunities for personal and professional development.
- **Collaborative Environment:** Work alongside a passionate and dedicated team in a supportive, inclusive workplace.

Who We're Looking For:

- A finance/accounting qualification with a minimum of 4 years of relevant experience.
- Proficiency in financial software and MS Office, especially Excel and Sage50 accounts would be highly desirable, but not essential.
- Strong organisational skills and the ability to thrive in a dynamic, fast-paced environment.
- A proactive & flexible approach, with excellent communication skills and a passion for community development, people person who can support and embed changes to process and support people through the process.

Benefits:

- Competitive salary

- Flexible working arrangements
- 25 annual leave days plus 5.5 company days per year
- Great work-life balance
- Company events
- On-site parking

How to Apply:

If you're ready to bring your financial expertise to a role where you can truly a positive impact, we want to hear from you! Please send your up-to-date CV and a cover letter detailing your suitability for the role to emerduggan@knockanrawley.ie (<mailto:emerduggan@knockanrawley.ie>)

Closing date: COB 11 September 2024

For further information, contact us at [062 52688 \(tel: 06252688\)](tel:06252688) / [083 0763104 \(tel: 0830763104\)](tel:0830763104).

Region

Co Tipperary

Date Entered/Updated

15th Aug, 2024

Expiry Date

11th Sep, 2024

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KRC Finance Administrator JD July 2024.pdf	1.08 MB

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