

## **National Traveller Partnership: Finance and Administration Officer (<https://www.activelink.ie/node/110828>)**

Are you a self-motivated, collaborative, friendly and dynamic person with a flexible approach to work, good attention to detail and good time management skills? Do you have a qualification and experience in financial management, governance and administration?

The National Traveller Partnership, a partnership of fourteen local Traveller projects, is looking for you to join a small team to ensure the best standards in financial management, governance and administration.

### **Summary**

**Employer:** The National Traveller Partnership - [www.ntpiri.ie](http://www.ntpiri.ie) (<http://www.ntpiri.ie>)

**Position:** NTP Finance and Administration Officer

**Hours:** 21 hours/three days per week

**Responsibilities:** To manage the finances, administration and governance of the National Traveller Partnership

**Location:** Working from Home with necessity for occasional travel to Dublin and other locations.

**Salary and Benefits:** Scale €39,000 - €42,000 pro rata. A contribution to a pension will be made. A WfH allowance and travel and subsistence will be paid.

**Deadline and Interview:** Deadline - September 30th, Interview – October 8th in Dublin

**Qualifications/Experience:** Qualification and experience in financial administration

**Person:** A dynamic, friendly, collaborative person that is self-motivated and work as a key member of a small team.

Applications from suitably qualified members of the Traveller community are particularly welcome.

### **Contact/Queries**

Ann Irwin, [annirwin@ntpiri.ie](mailto:annirwin@ntpiri.ie) (<mailto:annirwin@ntpiri.ie>) 083 027 9203

### **Region**

Hybrid / Dublin

### **Date Entered/Updated**

11th Sep, 2024

### **Expiry Date**

30th Sep, 2024

<b>Attachment</b>	<b>Size</b>
<a href="#">Job Description - NTP Administrator and Finance Officer.pdf</a>	90.78 KB

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**Source URL:** <https://www.activelink.ie/vacancies/community/110828-national-traveller-partnership-finance-and-administration-officer>