

Cultúr Migrant Centre: Finance Administrator (Part Time) **(<https://www.activelink.ie/node/111118>)**



CULTUR MIGRANT CENTRE IS RECRUITING FOR A

FINANCE ADMINISTRATOR

Job Title: Finance Administrator

Organisation: Cultúr Celebrating Diversity CLG

Location: Co. Meath

Contract Type: Part-Time, Self-Employed

Salary: Between €20 to €25 per hour inclusive of PRSI & VAT subject to experience.

Hours: 6 days per month subject to Funding.

Start Date: Immediate Start

Job Overview

Cultúr Celebrating Diversity CLG is seeking a meticulous and dedicated Finance Administrator to manage financial operations across its various projects, including EU, government funded and local community projects/initiative. The ideal candidate will ensure the smooth administration of financial activities, uphold high standards of financial reporting, and maintain transparency with project budgets.

Key Responsibilities

- **Budget Management:** Oversee and monitor the financial budgets of Cultúr's projects.
- **Financial Recording:** Manage and maintain records for receipts, payments, and petty cash accounts.
- **Bank Reconciliation:** Reconcile bank accounts and maintain accurate lodgements.
- **Financial Reporting:** Prepare monthly and quarterly summaries and financial reports.
- **Data Management:** Maintain both hard and soft copies of all financial information in an organised manner.
- **Accounting Software:** Coordinate the computerised accounts system used for collating financial data.
- **Liaison:** Act as the financial reporting officer for all EU, government funded, local and other Cultúr projects, ensuring alignment with internal financial procedures.
- **Collaboration:** Work closely with project managers to monitor budgets and ensure alignment with project requirements.
- **Compliance:** Immediately report any issues that could affect the financial management of the projects.

Reporting

The Finance Administrator will report directly to the GEO/Programme Manager of Cultúr and attend regular meetings to review progress. They will also collaborate with the EU and government funded project officer on budget-related matters.

Essential Requirements

- Proven experience in financial administration, including budget management, bookkeeping, and reporting.
- Ability to use computerised accounting systems.
- Excellent organisational skills with a keen eye for detail.
- Ability to work independently and meet deadlines.
- Strong communication skills for collaboration with project managers.
- Certification in Book keeping and Payroll is essential

Additional Information

- Cultúr operates under the Freedom of Information Act, 1997, and all financial documents may be subject to requests under this Act.
- This is a self-employed position, and the successful candidate will be responsible for their own tax arrangements.

Application Process

Interested candidates should submit the following:

- A cover letter and CV outlining relevant experience.
- Send application and cover letter with the subject as Finance Administrator Application tctinu@cultur.ie (<mailto:tinu@cultur.ie>)

Closing Date: 15th October, 2024

Region

Co Meath

Date Entered/Updated

24th Sep, 2024

Expiry Date

15th Oct, 2024

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