
The Environmental Forum: Finance and Administration Officer (Part Time) (<https://www.activelink.ie/node/111898>)



Job Title: Finance and Administration Officer - Part Time Position

Organisation: The Environmental Forum

Salary & hours: This is a part-time position 21 hours, over 3 days per week in Cork. Working hours and arrangements will be agreed with the successful candidate. Salary is €21,840 (pro rata €36k)

Contract: 1 year initially, renewal subject to performance review & funding

Closing date for applications: Midnight, Sunday 24th November 2024

Interview date: Friday 29th November 2024

Expected start date: 1st January 2025

To apply for this role, please send your cover letter and CV to bernadette@environmentalforum.ie (mailto:bernadette@environmentalforum.ie) no later than midnight on the closing date specified above. Late applications will not be considered.

The Environmental Forum welcomes diversity in the workplace and promotes equal opportunities.

About The Environmental Forum

The Environmental Forum is an environmental charity that works collaboratively on awareness, policy and projects that help to maintain, protect and restore our environment.

We are currently recruiting for a Finance and Administration Officer for the Environmental Forum which will include some support for the EMBRACER intErconnecting MoBility acRoss europeAn CitiEs and subuRbs Interreg Project. This post is part funded until 2027 through Interreg Europe.

Working closely with both The Environmental Forum (TEF) Coordinator and the Transport and Mobility Forum (TMF) Coordinator. This is an exciting opportunity with a dynamic environmental organization which delivers environmental policy, advocacy and engagement.

<https://environmentalforum.ie/> (<https://environmentalforum.ie/>)

<https://transportandmobilityforum.com/> (<https://transportandmobilityforum.com/>)

Role Summary:

Duties may include but will not be limited to

- Assisting with the preparation of:
 - Financial, project and board reports
 - Strategy documents
 - Funding proposals & other reporting requirements as appropriate
 - Reports, returns and ensuring compliance to EU Interreg Reporting, Companies Registration Office, Charities

Regulator & other statutory requirements

- Financial administration & book keeping including working closely with external auditors in the presentation of accounts
- Verbal, written and email communications
- Coordinating, documenting and hosting internal and external meetings
- Supporting the TEF Executive, appointed accountants & board members as required
- Ensuring adherence to relevant HR & legal policy & legislation
- Any other duties determined necessary for the successful delivery of the project and TEF.

Necessary skills & personal attributes

- Experience in a business administration role or finance role
- High level of attention to detail
- Strong IT & organisational skills
- Good oral and written communication skills
- Bookkeeping experience and good numeracy skills
- Ability to multitask and problem solve
- Reliable & adaptable with an enthusiastic approach to work
- Good interpersonal & communication skills
- Team player with a can do attitude

Desirable qualifications/experience

- 3yrs+ experience
- Good financial management skills
- Previous experience of working in the third sector
- Experience in payroll management
- A keen interest in and/or experience with environmental issues
- 3rd level qualification in a business related discipline, accounting or finance
- Previous experience of EU Projects such as Interreg, Horizon or Erasmus.

Benefits

- Includes working from home and flexible hours.
- Opportunity to work with an Environmental NGO and with a dynamic team.
- Opportunity to work on an EU Project that will influence mobility across Cork.

Other

- In order to attend regular in person meetings in Cork location in or close to Cork City or County is preferable.

Region

Cork / Home Based

Date Entered/Updated

31st Oct, 2024

Expiry Date

24th Nov, 2024

Source URL: <https://www.activelink.ie/vacancies/interest-groups/111898-the-environmental-forum-finance-and-administration-officer-part-time>