

Sligo Volunteer Centre: Administrator / Accounts Assistant **(<https://www.activelink.ie/node/111906>)**



Job Title: Administrator / Accounts Assistant

Tenure: Temporary 1 Year Contract (Subject to Funding)

Hours of Work: Full-Time, 35 Hours p/w (Monday-Friday) Part-time/Job Share Considered

Reporting to: Manager of Centre

Salary: €27,021 p.a.

Office Base: Sligo Town

Closing date: 12:00 pm on Monday, 18th November 2024

Name & Address of Employer:

Sligo Volunteer Centre CLG
5 JFK Parade
Sligo
F91 D682

About Sligo Volunteer Centre

Sligo Volunteer Centre has been serving the local community since 2007. Funded by the Department of Rural and Community Development, the primary role of Sligo Volunteer Centre is to promote and support volunteering in Sligo City and County. We do this by offering equal opportunity and support to all sections of the community to participate in meaningful voluntary activity. We support best practice principles in volunteer management by organisations who involve volunteers. Sligo Volunteer Centre also provides training, coaching and advice to potential and active volunteers as well as volunteer involving organisations. We promote good governance amongst the community and voluntary sector in Sligo as well as offering a Garda Vetting Service.

Sligo Volunteer Centre is governed by a committed voluntary Board of Trustees, is a CLG and a Registered Charity who are compliant with the Charities Regulator Code of Governance. We are part of a network of 29 national Volunteer Centres and affiliated to Volunteer Ireland. Sligo Volunteer Centre was a key player in the hosting of the European Capital of Volunteering in Sligo in 2017, and a winner of a Good Governance Award in 2019.

Overall Purpose of the Job:

We are currently seeking a motivated and detail-oriented Administrator/Accounts Assistant to join our team. This role is essential in ensuring the smooth operation of our reception and administrative service, supporting our financial processes and our volunteer programs.

The successful candidate will have demonstrable experience in a relatable role, have excellent front of house skills with a commitment to a high standard of customer care. This role requires an organised individual with good IT skills a confident communicator with prior experience in an accounts/bookkeeping environment.

We are open to job share or 2 part-time positions arrangements.

Application Process:

To apply, please submit your CV with covering letter setting out your interest in and suitability for the role to careers@volunteersligo.ie (<mailto:careers@volunteersligo.ie>)

Closing Date for receipt of applications: 12:00 p.m. Monday, 18th November 2024

Date of Interviews: 21st November 2024

Only shortlisted candidates will be contacted.

Region

Sligo Town

Date Entered/Updated

31st Oct, 2024

Expiry Date

18th Nov, 2024

Attachment

[Administrator_Accounts Assistant - Job Description Nov 2024.pdf](#)

Size

178.29
KB

Source URL: <https://www.activelink.ie/vacancies/community/111906-sligo-volunteer-centre-administrator-accounts-assistant>