

## **Anew Support Services: Finance and Administrative Officer (Part Time) (<https://www.activelink.ie/node/111927>)**



### **Finance and Administrative Officer**

#### **Overview of Anew**

Anew provides practical and emotional support to pregnant women and new mothers who are experiencing or at risk of homelessness. Our unique service offers accommodation with a range of specialised interventions and supports to improve pre- and post-natal outcomes for women, as well as working toward their long-term home. We provide Supported Temporary Accommodation in North Dublin, Day services in Dublin City Centre, Outreach Support and Transitional Accommodation in Dublin 9.

#### **Anew's Values**

- We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, the women, children, and families who we work with.
- We bring out the potential in people including our staff and the women and families that we work with. We think, feel, listen, see, and understand with those who use our services.
- We strive for excellence in all that we do, it should be more than "just good enough." Our service should be excellent because everyone deserves it.
- We provide a safe non-judgemental place for the women and families who use our services. We reassure, respect, and provide an environment of trust.

#### **Overview of the Finance and Administrative Officer Role**

We are currently seeking an experienced Finance and Administrative Officer to join our organisation.

#### **Key responsibilities**

- Issue Purchase Orders and maintain audit trails around income and expenditure.
- Debtor and Creditor invoice and payment processing.
- Reconciliation of petty cash, credit cards, bank statements and other financials.
- Prepare financial budgets, funding applications and other financial records and reports.
- Input financial information on SURF/Brightbooks.
- Preparation of quarterly management accounts for Audit and Risk Committee/Board.
- Prepare end of year audit file and answer auditor queries.
- Prepare and review monthly payroll and submit to the Payroll Provider.
- Be the go-to person for admin and finance queries.
- Attend Audit and Risk Committee meetings as required (online).
- Attend Team meetings as required (in person and online).
- Assist in budgeting and cashflow management.
- Participate in continuous improvements.
- Financial management around grant/funding streams.
- Keep systems updated, handle admin tasks with care, and always maintain confidentiality and GDPR compliance.
- Performs other related clerical and accounting tasks, as assigned.

#### **Qualifications, Experience and Attributes:**

- Accounting Technician Qualification (NQF Level 6) or similar with minimum of two years' experience working in a similar role.
- Exceptional organisational skills with ability to work to tight deadlines and prioritise tasks effectively.
- Excellent communication skills both verbal and written.
- A 'people' person with a positive attitude toward pressure.
- Organised and able to prioritise workload effectively.
- Proficiency in Office 365 (Teams and SharePoint), Word, Excel, and relevant software.
- Experience with accounts packages.

## Terms and Conditions

- This is a part-time post based on a 17.5-hour week.
- There is a probationary period of six months.
- Salary is €16,500 PA (€33,000 Pro-Rata).
- Annual leave 20 days per year pro-rata.
- Employee Assistance Programme.
- This post is dependent on the ongoing provision of resources from Anew's funders.
- The post is remote with occasional meetings in Dublin 2 or other Anew locations.
- Anew is an equal opportunity employer.
- Please note that you must hold current eligibility to work in Ireland to be considered for the role.

## Application Process

If you are interested in applying for this position:

- Please email a cover letter and CV to [marian.barnard@anew.ie](mailto:marian.barnard@anew.ie) (<mailto:marian.barnard@anew.ie>)
- Closing date is 5pm on Friday 22nd November 2024.
- Please ensure to include "Application for Finance and Administrative Officer" in the subject line of your email.
- Interviews may take place through the duration of the Advert.

### Region

Remote / Dublin 2

### Date Entered/Updated

4th Nov, 2024

### Expiry Date

22nd Nov, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/111927-anew-support-services-finance-and-administrative-officer-part-time>