

Kildare Local Transport Link: Bookkeeper / Financial Administrator (Part Time) (<https://www.activelink.ie/node/112099>)

Kildare Local Transport Link, Level 7, Aras Chill Dara, Naas, Co Kildare
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Part – Time Bookkeeper / Financial Administrator

The Organisation

Kildare Local Transport Link CLG, t/a TFI Local Link Kildare South Dublin, is one of 15 Transport Co-Ordination Units (TCU) which are funded by the Department of Transport and managed by the National Transport Authority (NTA), under the Rural Transport Programme (RTP).

Kildare Local Transport Link CLG is a not-for-profit organisation with charitable status.

TFI Local Link Kildare South Dublin, now have a vacancy for the part-time position of Bookkeeper / Financial Administrator. This position will be offered on a Permanent Contract (Subject to Government Funding) for 17.5 hours per week.

The company currently operates a blended working option, with the primary place of employment being Áras Chill Dara, Devoy Park, Naas, Co. Kildare.

The preferred candidate will be a qualified Accounting Technician or part qualified Accountant with a minimum of 3-5 years Bookkeeping / Financial Administrative experience in similar position(s).

The ideal candidate will be able to demonstrate the ability to work as part of a close-knit team while working on their own initiative to complete responsibilities associated to the role. The duties will include assisting in the preparation of all budgets, payments, and keeping of all financial records along with other administrative requirements.

The Salary scale for this position is €48,089 - €57,572 (Pro Rata). New Entrants will commence employment on Point 1 of this scale.

How to Apply:

Please visit www.localinkkildaresouthdublin.ie/vacancies/ (<http://www.localinkkildaresouthdublin.ie/vacancies/>) for Role Description and Job Spec:

Applicants must submit by closing date the following;

- a) A comprehensive CV detailed as relevant to the position (no longer than 3 pages);
- b) A short cover letter/ personal statement (i.e., no more than 2 pages) outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the position.

We request that both documents are submitted in a single Word document or PDF where possible. Applications stored on personal online storage sites (e.g., OneDrive, Cloud, DropBox, etc) or applications in other file formats (e.g., Google Docs) will not be accepted.

Please note that omission of any or part of the two requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

Closing date for receipt of applications is **1200 noon on Wednesday 27 November 2024.**

Applications should be submitted only to the link below;

https://my.hrduo.com/candidate-jobs/TFI_Local_Link_Kildare_South_Dublin... (https://my.hrduo.com/candidate-jobs/TFI_Local_Link_Kildare_South_Dublin./no-location/8166209254)

For any informal queries relating to this role please call 045 980533 (Tel:045980533).

Kildare Local Transport Link CLG is an Equal Opportunities Employer.

Region

Naas, Co Kildare / Blended

Date Entered/Updated

12th Nov, 2024

Expiry Date

27th Nov, 2024

Source URL: <https://www.activelink.ie/vacancies/community/112099-kildare-local-transport-link-bookkeeper-financial-administrator-part-time>