

Oakfield Trust: Projects & Accounts Administrator (Part Time) **(<https://www.activelink.ie/node/112244>)**



**Oakfield
Trust**

Projects & Accounts Administrator

Company Overview

Oakfield Trust are a 28-year-old social enterprise and registered charity, based in Clondalkin. Our primary activities are providing property-based solutions to social enterprises and local community organisations. We own three commercial properties and lease/sub-lease two in the Clondalkin area, which are rented to social enterprises and community organisations.

We have also supported local community organisations with startup grants, loan finance and project management resources, and donated large sums during the COVID-19 pandemic. In 2023 we began our first open grant fund for social enterprises and we're taking a more active role in developing the sector in Ireland, via advocacy, networking, events & support activities.

Job Summary and Responsibilities

This is a highly flexible and eclectic, part-time role, in a thriving South Dublin social enterprise. It comprises of a number of responsibilities across the organisation:

- **Main day-to-day activities** - Managing 5 commercial properties in the Clondalkin area. Engaging with the tenants and addressing any issues that arise.
- **Company Accounts** - Day to day computerised account management, VAT returns (annually), and various accounting and banking functions.
- **Company Secretary for Clondalkin Community Property CLG** (legal name of Oakfield Trust) - various administrative functions.
- **We also manage a small business park** in Dublin 12 called Nangor Road Business Park. Administrative duties and upkeep of the park is required for this.
- **Other administrative and project-development functions** such as assisting the launch of new projects & developing collaborative relationships with third parties and dealing with insurance administration, and admin support to Social Impact Manager.

Essential Skills:

- Accounting experience and experience with computerised accounting packages.
- Own transport with full driving license.
- Excellent Administrative, Analytical, Technological and Team Player Skills.
- Proficiency in MS Word, Office and ideally PowerPoint.
- Project development skills.
- Ability to work independently and as part of a small team of 2.
- Excellent customer relationship management and communication skills.
- Planning and organisational skills.

Salary, Benefits, Environment, Location

- Part-time, 24 hrs per week. Office hours Mon–Fri. Working week structure negotiable.
- Salary €25,594 - €28,841 (based on pro-rated scale of €40,989 - €48,069 pa), DOE.
- Generous annual leave - 16 days (based on 26 days pro-rata) not including bank holidays and closed period at Xmas-

New Years Day.

- Volunteer Days: 2 days leave per annum to be spent in community & voluntary sector.
- Company mobile phone.
- Pension contribution of 5% of gross salary per annum after 6-month probation period
- Bike To Work Scheme available.
- Flexible hybrid working environment with mix of office-based and working from home.
- Office located in Clondalkin next to Clondalkin Village.

Applications

1. Please send a full CV and one-page cover letter to info@oakfieldtrust.ie (<mailto:info@oakfieldtrust.ie>) with 'Job Application' in the subject bar.
2. The closing date for applications is Tuesday 3rd December at 5pm.
3. Successful applicants ideally shortlisted for interview in the week of 9th of December.
4. A second interview may be held.

Region

Dublin 22 / Hybrid

Date Entered/Updated

18th Nov, 2024

Expiry Date

9th Dec, 2024

Attachment

[Job Description \(long\) - Social Enterprise Projects and Accounts Administrator.docx](#)

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