

## **Community Work Ireland: Finance and Project Administrator** **(<https://www.activelink.ie/node/112320>)**

### **Exciting Job Opportunity with Community Work Ireland**



### **CWI Finance and Project Administrator Required**

#### **Summary:**

Community Work Ireland (CWI) is the national organisation promoting and supporting community work as a means of addressing poverty, social exclusion and inequality; promoting, protecting and advancing human rights. CWI is a membership organisation with current membership of approximately 970.

**Reporting to:** National Director

**Working Hours:** 21 hours per week

**Contract:** 2-year contract commencing in January 2025.

**Salary:** Competitive for similar roles at national level, based on experience

#### **Finance and Project Administrator Job Description:**

**The main responsibilities of the Administrator will be to oversee:**

- Financial management
- Members management
- Communications
- Governance
- Office administration.

#### **Key areas of work:**

1. To oversee the efficient administration of CWI
2. To develop administration systems and procedures and ensure effective implementation of same
3. To support the development of and maintain an efficient method of keeping CWI membership records up to date
4. To support the development of and maintain communication systems, particularly with CWI members
5. To develop, manage and maintain the computerised financial records of CWI and produce regular financial reports and returns including reporting duties to CWI funders. This will include
  - Income and expenditure
  - Financial reports to CWI Central Group
  - Preparation and oversight of annual audit
6. To ensure CWI is operating in line with proper legal, governance and accounting practice
7. To maintain an efficient filing and information recording system
8. To update and maintain databases
9. To support the maintenance of IT and communications systems
10. To update the CWI website

11. To participate in the organisation of CWI AGMs, and the production of Annual reports
12. To participate in team meetings
13. Other duties which may arise from time to time.

## Person Specification

### The person must have/be the following:

- At least three years' experience in an office environment including general administration and accounting experience plus secretarial skills
- Proficient in all IT programmes - Word, Excel, Outlook Express, Payroll and databases
- Experience in communicating with and maintaining records for a large membership organisation would be beneficial
- Experience of manual and computerised accounting systems
- Ability to maintain accurate records with excellent attention to detail
- Ability to work on own initiative as well as part of a team
- Self-motivated and dynamic with a flexible approach to work and good time management skills
- Excellent communication and interpersonal skills
- Ability to prioritise competing demands
- An interest and working knowledge of the community sector.
- Energetic and enthusiastic in their approach to work
- The willingness and ability to learn new skills and take on new tasks.

## Location

CWI does not currently have an office base. Ability to work from home is essential. Ability to travel to Galway for team and work meetings every 2 weeks is also essential.

## What We Offer

- A pivotal role in a strong and growing national community work organisation
- Opportunities for professional development
- A dynamic and collaborative work environment.

## Applications

Applicants for this post are requested to send a CV and cover letter detailing suitability for this position with contact details for 2 referees to [info@cwi.ie](mailto:info@cwi.ie) (<mailto:info@cwi.ie>) **subject line Administrator Post** by close of business on Tuesday Dec. 10th.

### Interviews

Interviews will be held on Monday Dec. 16th.

**CWI is an equal opportunities employer.**

### Region

Home Based / Galway

### Date Entered/Updated

21st Nov, 2024

### Expiry Date

10th Dec, 2024

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