

Newbridge Family Resource Centre: Finance, Governance and Compliance Administrator (<https://www.activelink.ie/node/112622>)



Newbridge Family Resource Centre is recruiting a

Finance, Governance and Compliance Administrator

(28 hours a week)

Overall Purpose of the post

To lead and manage Newbridge Family Resource Centre's financial and governance administrative functions and to support the Manager and board with all the Organisations financial reporting and compliance requirements.

The ideal candidate should have the following:

- A qualification in Account Technician is desirable.
- Ideally the successful candidate will have at least 3 years' experience in accounting/bookkeeping.
- Strong teamwork ethics and the ability to work on own initiative
- Excellent report-writing skills
- Proficient in the use of Microsoft Office especially Excel and Outlook
- Knowledge of current best practice and reporting requirements in respect of governance and compliance of charitable organisations.

Please see the Application Form and Job description attached. No CVs will be accepted.

Closing date: Monday 6th January 2025 by 5 pm

Shortlisting: Will apply based on information provided

Interviews: Will take place during the week ending January 17th 2025

Terms:

This is a 4 day a week position (28 hours). The salary is pro-rata aligned to the Grade IV Clerical Officer 2023 Salary Scale starting on €25,237.6 (28 hours). This is a one-year contract initially with the likelihood of renewal on a multi-annual basis, subject to funding. The contract is subject to a 6-month probationary period.

To Apply:

Please email or post a cover letter and complete application form to the address below. **No CVs** will be accepted. Applications received after this date will not be considered.

Manager
Newbridge FRC, Dara Park, Newbridge, Co Kildare
[045 438173 \(tel:045438173\)](tel:045438173)

Email address: ellen@newbridgefrc.ie (mailto:ellen@newbridgefrc.ie)

This post is funded by Pobal,

Newbridge Family Resource Centre is an equal opportunities employer.

Newbridge Family Resource Centre CLG.

Company No: 352737 Charity Regulator No. 20053086 CHY Number 15409

Region

Co Kildare

Date Entered/Updated

10th Dec, 2024

Expiry Date

6th Jan, 2025

Attachment	Size
<u>Job Description Financial and Compliance Administrator 2025.docx</u>	51.59 KB
<u>Application Form Finance and Compliance 2025.docx</u>	78.84 KB

Source URL: <https://www.activelink.ie/vacancies/community/112622-newbridge-family-resource-centre-finance-governance-and-compliance-administrator>