

## **Clara Community & Family Resource Centre: Financial Administrator (Part Time) (<https://www.activelink.ie/node/113286>)**



**Clara Community and Family Resource Centre CLG are recruiting for the following position**

### **Financial Administrator Part-time 15 hours per week**

To support and work in close collaboration with the Voluntary Management Committee and the Project Coordinator to implement the Resource Centre's 5-year strategic plan.

#### **The ideal candidate should have the following:**

- An associate's degree in accounting, finance, or a related field is required; a bachelor's degree or an ordinary bachelor's degree (Level 7) is preferred
- Demonstrated expertise and proficiency in advanced Excel functions and tools, including PivotTables, advanced formulas, and keyboard shortcuts
- Experience in an administration role

#### **Duties will include:**

- Providing administrative support to the coordinator and other staff as needed
- Coordinating annual audit preparations and assist auditors as needed
- Conducting month-end close-off procedures, ensuring accuracy and completeness
- Preparing quarterly and annual accounts for finance sub-group
- Managing payment runs and complete regular bank reconciliations, invoices, lodgments, ET transfers and online banking
- Dealing with public inquiries and overseeing the calendar booking system in a busy environment.

Application form, job description, personal specification and details of the application process are available by emailing [clarafrcrecruitment@gmail.com](mailto:clarafrcrecruitment@gmail.com) (<mailto:clarafrcrecruitment@gmail.com>)

Closing date for receipt of applications is the **31st of January at 1pm**. Applications received after this time will not be considered. Application form only. C.V. will not be accepted. Canvassing will disqualify.

Shortlisting will apply based on the information provided. Please note that the interview process consists of two parts: an excel accounts and Microsoft Word test, followed by a formal interview on the 12th of February. Candidates will be contacted by email and telephone.

*This post is funded by Tusla Child and Family Agency. Clara Community and Family Resource Centre is an equal opportunities employer.*

**Region**  
Co Offaly

**Date Entered/Updated**  
21st Jan, 2025

**Expiry Date**

31st Jan, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/113286-clara-community-family-resource-centre-financial-administrator-part-time>