

## **Rape Crisis North East: Office & Finance Administrator** **(<https://www.activelink.ie/node/113339>)**



### **Job Title: Office & Finance Administrator**

**Reports to:** RCNE Manager

**Place of Work:** Jocelyn St, Townspark, Dundalk, Co. Louth

**Working Hours:** Full Time (5 days, Mon to Fri)

**Nature of Post:** Permanent

### **Key Tasks:**

We are looking for a dedicated and highly motivated person who can offer administrative and financial support to RCNE Manager and manage the office environment at RCNE. To organise and coordinate the office finance and administration procedures, to ensure organisational effectiveness, efficiency and safety.

### **Key Responsibilities:**

- To provide administrative support to Manager
- Manage the office environment and overseeing general maintenance of the office with the support of manager
- Responsible for managing data inputting
- To work with manager on compliancy around Good Governance, GDPR, Charities Regulatory Authority and Cuan and other funding and supporting bodies.
- To oversee the content of Social Media - Website, Facebook Etc.
- To assist with the induction of new employees; ensuring they have read all policies and procedures, health and safety policies and ensuring that they are familiar with using all equipment
- Bookkeeping duties
- Responsible for the financial health of the organisation which includes:
  - Sage 50
  - Online accounts systems
  - Payroll
  - Revenue online
  - To maintain listing of accounts receivable and payable
  - To manage office budget lines, including office expenses, supplies, stationery and place orders for material once sanctioned by manager.
  - Manage relationships with vendors, service providers, landlord ensuring that all items are invoiced and paid.
  - Recording all financial transactions according to the needs of the centre and the legal. requirements of a Limited Company with Charitable Status
  - Preparation of budgets and cash flows
  - Produce monthly, quarterly and annual financial reports
  - Other relevant duties as required

### **Tasks - Fundraiser:**

- Assist with fundraising events and participate in raising money for the centre

### **Tasks - Professional Development:**

- Participate in relevant training courses
- Attend regular meetings

## Organisational:

- Work within the ethos and philosophy of RCNE
- To work in line with RCNE's policies, practice and procedures

## Requirements:

- Experience in administrative and financial roles
- Excellent administrative and organisational skills with the ability to prioritise workload and meet deadlines
- Outstanding communication skills both verbal and written
- Ability to work on independently as well as collaboratively within a team
- Ability to build respectful and productive working relationships
- Commitment to build on own knowledge of the DSGBV sector and its history
- A proactive and enthusiastic attitude towards work
- Proficient in Microsoft Office Suite and Excel
- Experience working with CRM systems
- Valid work permit where relevant

## Other Duties:

This job description will be subject to review in light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.

RCNE is committed to providing equal opportunities for everyone and encourage applications from all sections of the community.

**Note:** the successful candidate will be required to complete a Garda Vetting application form.

## To Apply:

Please submit CV and Cover Letter to [manager@rcne.ie](mailto:manager@rcne.ie) (<mailto:manager@rcne.ie>) outlining your suitability for the role and responsibilities of the post. Applications received after the deadline of Thursday 6th Feb, will not be considered.

### Region

Dundalk, Co Louth

### Date Entered/Updated

22nd Jan, 2025

### Expiry Date

6th Feb, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/113339-rape-crisis-north-east-office-finance-administrator>