

Jesuit Refugee Service Ireland: Office and Finance Administrator (Limerick) (<https://www.activelink.ie/node/114291>)



JRS Ireland is now seeking to recruit for the role of *Office and Finance Administrator (Limerick)*. This is a full-time role (35 hours per week) principally based at the JRS Head Office (Limerick), with travel to the JRS Dublin Office required once or twice monthly. This role is responsible for providing administrative and financial support to management and frontline staff; maintaining appropriate data and finance management systems; bookkeeping and banking; ensuring the smooth running of the office; and supporting compliance with good governance requirements. Initial contract is for 24 months.

Job Description

Finance Support

- Responsible for bookkeeping and maintaining appropriate financial and accounting systems.
- Processing invoices and supporting the administration of staff and project expenditure.
- Overseeing banking functions including EFT transfers and online banking transactions.
- Updating Payroll Provider with information to process monthly payroll.
- Ensuring all Revenue requirements as a charity are adhered to and managing ROS.
- Preparing and reconciling monthly bank and credit card statements.
- Ensure relevant data is entered into the accounting system.
- Preparing quarterly and annual accounts for the Board Finance Committee.
- Compiling and submitting relevant financial reports in line with donor requirements.
- Managing the filing, storage and security of financial records and books.
- Recording and maintaining all evidence of income and expenditure as per grant agreements.
- Inputting financial data into accounting software and generating reports as needed by the National and Assistant Director, Board, Trustees, donors and external auditors.
- Maintaining and updating internal financial controls and safeguards.

Governance Support

- Administering and maintaining employee files and HR records complete and up to date.
- Supporting senior management in ensuring JRS Ireland's effective governance, by assisting with compliance and risk management as per the Charities Governance Code.
- Leading on specific aspects of governance, including (but not limited to):
- Maintaining compliance records and forms
- Managing the risk register
- Updating administrative and financial policies and procedures.

Administration

- Providing administrative support for senior management, including meeting coordination, documentation, and correspondence.
- Assisting the Senior Management Team with reports and supporting documentation for the Board and Trustees and reporting requirements for donors.
- Ensuring appropriate organisational, HR and funding records are maintained.
- Maintaining accurate records of beneficiary data, consent forms, and project participation in compliance with confidentiality and GDPR policies.
- Inputting data into CRM/ data management systems.
- Support scheduling and managing JRS's direct service calendar, meetings and events.
- Managing and updating website and social media content to ensure accurate representation of JRS Ireland's activities.
- Overseeing IT services and contracts.

Other Duties:

- Submitting monthly return to the JRS Ireland pension scheme.
- Putting together a register of JRS Ireland contracts.
- Attending staff meetings and representing JRS Ireland when required.
- Other tasks as may be required to support the National Director and Assistant Director in ensuring the smooth running and administration of JRS Ireland.

Person Specification

Essential

- A third-level qualification in finance, business administration, or relevant field
- A minimum 2 years' experience in administrative and financial roles.
- Excellent administrative and organisational skills with the ability to prioritise workload and meet deadlines.
- Excellent communication skills both written & verbal. Fluent in English.
- Ability to work independently as well as collaboratively within a team.
- Ability to build respectful and productive working relationships.
- Attention to detail and a high level of accuracy in all tasks.
- Flexibility and adaptability to changing working demands.
- High level of proficiency in Microsoft Office Suite and Excel.
- Experience working with CRM systems and Accounting Software.
- Valid work permit where relevant.

Desirable

- Experience using financial software such as Xero or QuickBooks.
- Experience preparing financial reports for EU, government, and donor-funded grants.
- Experience of similar role within the not-for-profit/charity sector, with knowledge and understanding of best practice in governance and compliance.

Benefits Package:

- Competitive salary, commensurate with experience.
- Employer pension contribution.
- Employer funded training opportunities.
- Employee Assistance Programme.

Please note that this job description is indicative and not exhaustive.

JRS Ireland retains the right, in consultation with the staff member, to amend the role and responsibilities of this position arising from changes in the needs of asylum seekers, people granted protection status or leave to remain and forced migrants in Ireland and/or to reflect changes in the strategic objectives and direction of JRS Ireland. Furthermore, all staff are expected to maintain strict confidentiality of personal information about JRS Ireland service users and adhere to all JRS Ireland policies and procedures.

Application Process:

Application forms available, by request, from info@jrs.ie (<mailto:info@jrs.ie>). No CVs or Cover Letters will be accepted. All applications for this position must be received by 5PM Monday 31st March.

JRS Ireland is an equal opportunities employer.

Region

Limerick

Date Entered/Updated

10th Mar, 2025

Expiry Date

31st Mar, 2025

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