

Donegal County Childcare Committee: Financial Administrator (Part Time) (<https://www.activelink.ie/node/114789>)



Seeks to recruit for the following temporary position:

Part-Time Financial Administrator (Fixed Term)

Donegal County Childcare Committee Ltd (DCCC) is a local government-supported agency that works for the development, sustainability and advancement of high-quality early childhood care and education in County Donegal.

Employer:

Donegal County Childcare Committee CLG
Unit 4B, Riverside Retail & Office
Letterkenny
Co. Donegal
F92 XH2X

Hours of Work: 3 days per week, 21 hours

The Financial Administrator has responsibility to manage the company's payroll and finances, maintain the administrative and financial systems and structures of the company.

Summation of essential criteria:

Effective interpersonal, communication and organisational skills. Solid and demonstrable IT skills. Ability to work as a team member, to prioritise workload, and to adapt quickly to changing priorities. Solid and verifiable experience in a similar type position, particularly accounts-related. An appropriate qualification to the post and experience working with Sage 50 Accounts.

Job Description available on request.

Please e-mail CV in application to trish@donegalccc.com (<mailto:trish@donegalccc.com>)

Closing date for applications **12 noon on Friday April 18th 2025.**

Applications will be short-listed. Canvassing will disqualify. Interviews will take place the week beginning 28th April 2025.

Donegal County Childcare Committee Ltd is an equal opportunities employer.

Region

Letterkenny, Co Donegal

Date Entered/Updated

31st Mar, 2025

Expiry Date

18th Apr, 2025

administrator-part-time