

## **Irish Environmental Network: Finance and Reporting Assistant** **(<https://www.activelink.ie/node/115009>)**



Irish  
Environmental  
Network

**FAIR  
SEAS**

### **Finance and Reporting Assistant**

**Location:** The Macro Building, 1 Green St, Dublin 7 (Office-based/Hybrid options) **Organisation:** Irish Environmental Network (IEN)

**Contract:** Part-time 3-year Contract: 4 days per week (28 hours)

**Salary Band:** €29,115-€36,576 (Pro Rata)

**Reporting to:** Fair Seas Campaign Coordinator

### **About the IEN**

The IEN is a network of national environmental non-governmental organisations (eNGOs) that work to protect and enhance the environment and to place environmental issues centre stage in Ireland and internationally. You will work in a small, energetic team to advance the interlinked aims of environmental, economic and social sustainability.

### **Overview of the role**

The Finance and Reporting Assistant will play a crucial role in supporting the following processes: financial planning; monitoring expenditure; budgeting; issuing payments and updating our internal financial systems. Responsibilities will also include assisting with financial reporting.

This role will sit within the Fair Seas project team. The majority of working hours will be allocated to the Fair Seas project, while other IEN projects and initiatives will also be supported by the role.

You will have a background in finance/administration, with 2+ years of work experience.

### **About Fair Seas**

Fair Seas is a group of Ireland's leading environmental non-governmental organisations and networks seeking to protect, conserve and restore Ireland's unique marine environment. Our ambition is to see Ireland become a world leader in marine protection, giving our species, habitats and coastal communities the opportunity to thrive.

Fair Seas partners include Birdwatch Ireland, Coastwatch, StreamScapes, Irish Environmental Network, Irish Whale and Dolphin Group, Irish Wildlife Trust and Sustainable Water Network.

### **Qualifications and Skills:**

**Education:** A degree or diploma in business administration/relevant field, or equivalent work experience.

### **Skills required:**

- Excellent organisational and multitasking abilities, with attention to detail
- Experience using financial management packages, e.g. Sage or similar
- Strong communication skills, both written and verbal
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Desirable skills and experience:
- Experience in preparing financial reports

- Some experience in working within a network, event planning or administrative support is beneficial but not required

## What We Offer

This role offers the opportunity to join a dynamic organisation and to work with a diverse coalition of leading Irish eNGOs. The role may be office-based in Dublin or hybrid. Attending in-person events and meetings will be expected.

## Other benefits include:

- A 5% employers' matched contribution to a company contributory pension scheme
- Generous annual leave of 25 days
- Further Education / Training opportunities
- Time off in Lieu (TOIL) policy
- Travel (bike-to-work schemes/tax saver commuter tickets)
- The IEN offices are located centrally in Dublin 7, close to lively Capel Street and only 5 minutes from the Luas

See full job description **HERE** (<https://ien.ie/category/job-vacancies/>). The IEN is an equal opportunities employer. We celebrate diversity and are committed to building an inclusive and supportive environment for all employees.

## To Apply:

Please send your CV and covering letter by email to: [jobs@ien.ie](mailto:jobs@ien.ie) (<mailto:jobs@ien.ie>)

Deadline for applications: **5 PM Wednesday, 30 April 2025**

### Region

Dublin 7 / Hybrid

### Date Entered/Updated

10th Apr, 2025

### Expiry Date

30th Apr, 2025

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