

Kilkenny Rape Crisis Centre: Finance / Office Administrator (Part Time) (<https://www.activelink.ie/node/115158>)



Finance & Administrator Part-time Vacancy

Kilkenny Rape Crisis Centre KASA provides a safe, non-judgemental, and discreet space providing counselling, information, education and support services to anyone aged over 14 years who may have been impacted by Sexual Violence at any time in their life.

We currently have a vacancy for a part-time finance/office administrator – 18 hours per week.

Primary Responsibilities:

- Manage accounts/data entry/bank recs.
- Payroll responsibilities.
- Preparation of bank lodgements.
- Compile reports for the board of management and Cuan when required.
- Maintain financial records and report into the Manager regarding financial matters together with furnishing records to the Bookkeeper.
- General typing and secretarial duties to include letter typing, report typing, filing etc.
- Assist with the communication of client appointments, cancellations, rescheduling etc.
- Contribute to team effort by providing administrative support to Manager and other staff, where appropriate.
- Welcome guests and clients by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintain client and Centre confidentiality to a very high level.
- Assist in the managing of social media via Manager, Facebook, Instagram Website etc.
- Maintain office supplies by checking stock to determine level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Responsible for the maintenance of the building in general, ensuring everything in the organisation is kept in good working order and repair.
- Respond to other duties which may from time to time be assigned by the Manager in reflection of the needs of the Centre.

Person Profile

- Proficient in using Microsoft office and on-line accounting packages and be comfortable with the internet and social media.
- Strong administrative writing skills.
- Excellent interpersonal and communication skills both face-to-face and on the telephone.
- Strong organisation and time management skills with excellent attention to detail.
- Calm, compassionate, and welcoming manner.

Conditions

- 3 years' experience in a similar role (including managing Debtors and Creditors ledgers).
- Role is based in-person, in Kilkenny city.

- Part-time Role 18 hours per week
- Salary is subject to knowledge, experience, and qualifications.
- The ability to take ownership of projects from initiation to completion.
- Great verbal, written and interpersonal skills.
- A full qualification in Accounting, Payroll,
- Office Admin (or equivalent qualification).

Benefits include

- Annual leave: 25 days annual leave per year pro rata.
- Pension contribution
- Some flexible working in terms of hours by negotiation
- Training for new technology or new skills needed
- Staff development days
- Cycle to work scheme.

Location: Kilkenny City -Office based.

Deadline for applications: Friday 9th May 2025

Please send CV to Maryrose.mccormack@kasa.ie (mailto:Maryrose.mccormack@kasa.ie) or Maryrose McCormack, Service Manager, Kilkenny Rape Crisis Centre KASA, 1 Golfview Terrace, Granges Rd, Kilkenny



Region

Kilkenny City

Date Entered/Updated

17th Apr, 2025

Expiry Date

9th May, 2025

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