

Finance Administrator (Part-Time)



Children's Group Link is a Company Limited by Guarantee and a registered charity based in Waterford City. Our Charities Registration Number is 20023782.

Children's Group Link is a safe place for children, teenagers and at-risk young people to relax, enjoy, develop and express themselves in an open and secure way. We have a wealth of experience and knowledge in addition to highly trained staff and volunteers. We are also responsible for the delivery of the Waterford Traveller Youth Support Project and the Waterford Youth Transport Service. We are funded by the Department of Children, Equality, Disability, Integration and Youth through the Waterford and Wexford Education and Training Board and via POBAL through the Community Services Programme.

We are now recruiting for the following position: PART TIME FINANCE ADMINISTRATOR – 16HRS PER WEEK

This is a varied, interesting and challenging role with the core responsibility of maintaining accurate financial records and carrying out relevant book-keeping functions. Ideally the successful applicant will work 4 mornings per week, which is open to negotiation.

ROLE REQUIREMENTS

The ideal candidate will have a minimum of three years' experience in a similar role and possess relevant experience in the use of SAGE Accounts, Revenue Online, Banking Online, payroll management and associated administration. Proficiency in the use of Microsoft Word and Excel is also a requirement. An Accounting Technician qualification would be desirable, but not a requirement.

APPLICATION PROCESS

For a full job specification, please contact Mr. Brendan Halligan, CEO, Children's Group Link, Oak Villa, Military Road, Waterford or via email to: brendanhalligan@childrengrouplink.ie Short listing will apply, and a panel may also be formed for future opportunities.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 5PM ON FRIDAY 26TH NOVEMBER

Please note that the successful candidate will be subject to Garda Vetting.

Children's Group Link is an equal opportunity employer.