

**Part Time Financial Admin Assistant - Job Description**  
**Cúntóir Riaracháin Airgeadais Páirtaimseartha - Cur Síos Poist**



Title of Post	Financial Admin Assistant
Teideal an Phoist	Cúntóir Riaracháin Airgeadais
Reporting to	Finance Officer & Manager, An Carn
Ag tuairisciú do	Oifigeach Airgeadais & Bainisteoir, An Carn

**Terms & Conditions Téarmaí agus Coinníollacha**

Place of work	An Carn
Láthair Oibre	
Post	Part-time (16 hours per week) Páirtaimseartha (16 uair sa tseachtain)
Start Date	As soon as possible
Dáta tosaigh	Comh luath agus is feidir
Duration	3 month contract, with possibility of extension
Tréimhse	Conradh 3 mhí, le féidearthacht go sínfí é

The post being offered is on a 3 month contract, with possibility of extension. The person appointed will support the Finance Officer and the management and administration team, along with other duties as required by the association.

Tá an post seo á thairiscint ar chonradh 3 mhí, le féidearthacht go sínfí é. Beidh an duine a cheapfar ag tacú leis an Oifigeach Airgeadais agus leis an fhoireann bhainistíochta agus riaracháin, chomh maith le dualgais eile de réir mar is gá leis an choiste.

To apply for this post, a completed application form and CV must be sent to [obair@ancarn.org](mailto:obair@ancarn.org)

Le cur isteach ar an phost seo, is gá foirm iarratais chomhlánaithe agus CV a sheoladh chuig [obair@ancarn.org](mailto:obair@ancarn.org)

**Deadline for applications:** 5 pm Friday 5th January 2024

**Sprioc d'iarraais:** 5 pm Dé hAoine 5ú Eanáir 2024

### **Main Duties and Responsibilities**

- Financial administration of An Carn
- Project administration

### **Príomhdhualgais agus Príomhfhreagrachtaí**

- Riarachán airgeadais An Carn
- Riarachán tionscadal

### **General**

- Carry out other duties as appropriate, according to the requirements of the association

### **Ginearálta**

- Dualgais eile a chomhlíonadh de réir mar is cuí, de réir riachtanais an choiste

### **Essential Criteria**

- Experience of working in financial administration role (Min 2 Year)
- Experience of working in general administration role
- High standard of English, both written and verbal
- High level of competency in using standard computer software, including Excel, Word, Outlook
- Good communication & interpersonal skills

### **Desirable Criteria**

- Proficiency in Irish
- Competency in the use of Quickbooks Accounting or similar software
- Relevant qualification or training in finance or administration
- Third level qualification or equivalent

### **Critéir Riachtanacha**

- Taithí ag obair i ról riarachán airgeadais (2 bhliain ar a laghad)
- Taithí ag obair i ról ginearálta riaracháin
- Ardleibhéal Béarla, idir scríofa agus labhartha
- Ardleibhéal inniúlachta in úsáid bogearraí caighdeánacha, ar a n-áirítear Excel, Word, Outlook
- Scileanna maithe cumarsáide agus idirphearsanta

### **Critéir Inmhianaithe**

- Inniúlacht sa Ghaeilge
- Inniúlacht in úsáid Quickbooks Accounting nó bogearraí cosúla
- Cáilíocht nó oiliúint ábhartha san airgeadas nó sa riarachán
- Cáilíocht tríú leibhéal nó a mhacasamhail sin