

## Job Description: Finance Support Role



The Irish Girl Guides (IGG) is a national youth organisation with 12,000 members throughout the Republic of Ireland. Our mission is to enable girls and young women to develop to their fullest potential as responsible citizens of the world.

We are looking for someone to take on the position of part-time Finance Support, as follows.

<b>Job Description for Finance Support (part-time)</b>	
<b>Reporting to:</b>	Operations Manager
<b>Location:</b>	Trefoil House, 27 Pembroke Park, Donnybrook, Dublin 4
<b>Working hours:</b>	Eighteen hours per week, at times to be agreed. This is a fixed contract initially for one year, with a 6-month probation period. Occasional evening/weekend work may be required, for which time off is given in lieu.
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Support local units, regions and committees to complete and submit their annual accounts.</li> <li>• Audit annual accounts for units, regions and committees.</li> <li>• Assist with budget and maintaining accounts for all office relocation matters.</li> <li>• Research tendering and procurement procedures in relation to capital expenditure.</li> <li>• Research and completion of grant applications.</li> <li>• Support the preparing of Financial Guidelines and Manual.</li> <li>• Support accounting requirements of any IGG projects or events.</li> <li>• Maintain adequate insurance cover for the organisation.</li> <li>• Ensure that any financial information shared on IGG website is current and correct.</li> <li>• Ad hoc financial and accounting duties.</li> </ul>
<b>Person specification</b> D= Desirable; E= Essential	
<b>Specific aptitudes/skills</b>	Excellent experience of computerised accounting (E) Excellent IT experience and proficiency – Microsoft Office, especially Excel, Outlook and Word (E) Good working knowledge of SAGE (E) Proficient administration and organisational skills (E) Good oral, written and presentational communication skills (E) Strong interpersonal skills (E) Flexible approach to work (E) Be efficient and be able to work as part of a team (E) Ability to work with volunteers and professional staff (E) Good time management skills and ability to manage a complex workload (E) Experience of completing grant applications (D) Motivated self-starter, with the ability to prioritise (D)
<b>Salary:</b>	€13,115.42
<b>Terms:</b>	This is a fixed contract initially for one year, with a 6-month probation period.
<b>To apply:</b>	Please send letter of application together with a full CV and the names and contact details of two referees to: Managing Director, 27 Pembroke Park, Dublin 4 or by email to <a href="mailto:managing.director@irishgirlguides.ie">managing.director@irishgirlguides.ie</a>
<b>Deadline for applications</b>	<b>Closing date for applications – Wednesday 27<sup>th</sup> March 2019</b>