



Job Title:	Finance and Administration Officer - Part Time Position
Organisation:	Community Resources Network Ireland
Salary & hours	This is a part-time position 14 hours, 2 days per week in Dublin. Working hours and arrangements will be agreed with the successful candidate. Salary is €33K pro rata.
Contract:	1 year initially, renewal subject to performance review

Closing date for applications: Midnight, Monday 14 August 2023

Interview date: Wednesday 30 August 2023

Expected start date: Early- mid September 2023

To apply for this role, please send your cover letter and CV to emma@crni.ie no later than midnight on the closing date specified above. Late applications will not be considered.

CRNI welcomes diversity in the workplace and promotes equal opportunities.

About Community Resources Network Ireland

CRNI is the national network of community based reuse and repair organisations.

Our vision is an Ireland where the word 'Waste' doesn't exist and where our entire community benefits from the social, environmental and economic value of all reusable resources. Our aim is to promote community based, sustainable waste management as a practical and effective way of tackling Ireland's growing waste problem.

We are currently recruiting for a Finance and Administration Officer. Working closely with the CRNI National Executive, this is an exciting opportunity to help bolster our community development work and ensure organisational sustainability.



Role Summary:

Duties may include but will not be limited to

- Assisting with the preparation of:
 - Financial and project reports
 - Strategy documents
 - Funding proposals & other reporting requirements as appropriate
 - Board reports
 - Reports, returns and ensuring compliance to Companies Registration Office, Charities Regulator & other statutory requirements
- Financial administration & book keeping including working closely with external auditors in the presentation of accounts
- Presenting financial information to the Board
- HR administration
- Verbal, written and email communications
- Coordinating, documenting and hosting internal and external meetings
- Supporting the National Executive, appointed accountants & board members as required
- Ensuring adherence to relevant HR & legal policy & legislation
- Any other duties determined necessary for the successful operation of the network

Necessary skills & personal attributes

- Experience in a business administration role or finance role
- 3yrs+ experience
- High level of attention to detail
- Strong IT & organisational skills
- Good oral and written communication skills
- Excellent numeracy skills & financial management/bookkeeping experience
- Ability to multitask and problem solve
- Reliable & adaptable with an enthusiastic approach to work
- Good interpersonal & communication skills
- Team player with a can do attitude

Desirable qualifications/experience

- 3rd level qualification in a business related discipline, accounting or finance
- HR management experience
- Previous experience of research programmes and or/working in the third sector
- Experience in payroll management