



[www.crni.ie](http://www.crni.ie)

<b>Job Title:</b>	Administration and Finance Officer - Part Time Position/ Hybrid Role
<b>Organisation:</b>	Community Resources Network Ireland (CRNI)
<b>Salary &amp; hours</b>	This is a part-time position hour, 2-3 days per week (14-21 Hours). Working hours and arrangements will be agreed with the successful candidate. Salary scale €28,000-€33,000 pro rata. (i.e. 60% for 21 hour week)
<b>Location</b>	Hybrid Role - Required Attendance in Office One Day per week (Dublin City Centre or Mid Tipperary with monthly Travel to Dublin, occasional Travel and attendance at organisation events required)
<b>Contract:</b>	1 year initially, renewal subject to performance review and funding

**Closing date for applications:** 1pm, Monday 27 July 2026

**Interview date:** 5<sup>th</sup> August 2026 in Dublin City Centre T.B.C.

**Expected start date:** 17th August 2026 TBC

*To apply for this role, please send your cover letter and CV to [info@crni.ie](mailto:info@crni.ie) no later than 1pm 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, repair and recycling 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 an Administration and Finance Officer. Working closely with the CRNI Chief Executive and Network Manager, this is an exciting opportunity to help bolster our community development work and ensure organisational sustainability.

## **Administration and Finance Officer- Role Duties**

The Administration and Finance Officer will provide high-quality administrative, governance, membership and finance support to ensure the effective operation of the organisation. The role will prioritise administration support to the Chief Executive and Network Manager, while also maintaining strong finance and compliance systems.

Duties may include, but will not be limited to:

- Providing administrative support to the Chief Executive and Network Manager as required.
- Managing membership administration, including membership renewals, records, communications and related follow-up.
- Supporting the administration of the member impact evaluation process, including issuing forms, tracking responses, collating information and assisting with reporting.
- Responding to correspondence and general administrative queries on behalf of the organisation.
- Coordinating, documenting and supporting internal and external meetings, including preparing agendas, taking minutes and following up on actions.
- Supporting organisational governance administration, including preparation of board papers, board reports, meeting records and related documentation and presenting it to the board as required.
- Assisting with reports, returns and compliance requirements for the Companies Registration Office, Charities Regulator and other statutory or regulatory bodies.
- Assisting with the preparation of financial, project and organisational reports.
- Undertaking financial administration and bookkeeping duties, including maintaining accurate financial records and liaising with appointed accountants and external auditors in the preparation and presentation of accounts.
- Providing HR administration support, including maintaining HR records and supporting adherence to relevant HR and legal policies and legislation.
- Supporting verbal, written and email communications with members, funders, stakeholders and partners.
- Undertaking 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
- 2yrs+ 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 Circular Economy and/ or working in the third sector
- Experience in payroll management