

Finance and Administration Officer Job Description

About Financial Justice Ireland

Financial Justice Ireland (formerly Debt and Development Coalition Ireland) is a small Irish NGO, founded in 1993. We believe that in order to bring about a world free from poverty and inequality we first need a just and sustainable financial system, where the needs of people are central, and the rules that govern the financial system are fair, transparent and accountable to the needs of community and planet. We engage predominantly on issues including sovereign debt, taxation, privatisation and the international financial institutions, as well as cross-cutting issues like gender and climate change.

We deliver high-quality critical development education across Ireland about global financial injustice in the adult informal, formal post-primary and further education sectors. We aim to influence policy by producing research, running public campaigns and lobbying government.

Our funders include Irish Aid, WorldWide Global Schools, Erasmus +, the European Commission, Trocaire and Christian Aid Ireland.

For more information about us see: www.financialjustice.ie

For more information about the Citizens for Financial Justice project, see www.citizensforfinancialjustice.org

The role

We are recruiting for a temporary part-time Finance and Administrative Officer on a 3 day per week contract for 5 months.

The role will support the financial and administrative requirements of our European Commission-funded Citizens for Financial Justice project in its final months. The Citizens for Financial Justice Project is a European-wide project, and Financial Justice Ireland is one of the managing partners. As such, we coordinate the reporting for four grant-funded partners in Ireland who will be preparing and submitting their final project financial reports over the summer. As Finance and Administrative Officer, you would be in charge of liaising with these partners and ensuring all reports are done in accordance with EC standards and all supporting materials are in place. Within Financial Justice Ireland, you would be establishing and implementing financial management systems and processes that provide accurate, current and complete disclosure of financial transactions in line with organizational requirements.

The role would report to the Director, and work with the Finance sub-committee of FJI's board.

Elements of the role:

- Prepare accurate and timely budget monitoring and progress reports of programme funds.
- Provide support to grant partners in preparing their reports, ensuring all supporting documentation is prepared.
- Establishing database of organisational members
- Establish and implement proper financial management systems and processes that provide accurate, current and complete disclosure of financial transactions in line with organisational requirements.
- Timely preparation and submission of invoice / financial report to funders based on the agreed schedules.
- Overseeing the administration and management of FJI's membership support as we develop an individual membership database to stay in touch with people involved in the CFJ project
- Perform other duties as assigned.

Related Skills and Knowledge:

- Person specification:
- Essential: Qualifications/Other Requirements
- Accounting Technician or part qualified in an internationally recognised Accounting Qualification (ACCA, CIMA, CPA).
- Minimum of 1 years' experience working in a finance or bookkeeping and administration role.
- Ability to manage varied tasks simultaneously, working effectively as a team member and on own initiative.
- Excellent and proven organisational skills and high attention to detail
- Good knowledge of MS Office suite.
- Working knowledge of accounting software packages
- Ability to be discreet and discern when confidentiality is required.

To apply

If you are interested in this role, please send a CV and a cover letter (no more than 2 pages each) outlining why you are interested in the role, how your experience fits with the job description and what you can bring to it to maeve@financialjustice.ie by **Thursday 9th April**

Please note, interviews will be held remotely by Zoom.

The role will be based in our office in Mount Street Upper, but while restrictions are in place it is likely that the postholder will be working remotely. The role is three days a week (21 hours a week) but FJI are open to discussing more flexible working arrangements, for example working school hours across five days, if appropriate.

The salary is €30,000 pro rata.