

We're Hiring

Part -Time

Administrator

To support financial administration and programme compliance across our funded programmes.

 Roscommon Town

 17.5 hours per week (spread over 2.5 days)

Key responsibilities

- Oversee contract requirements for assigned programmes.
- Maintain financial systems to ensure accurate financial records.
- Prepare and reconcile bank statements.
- Maintain supplier accounts and financial records.
- Assist with budgeting and financial procedures.
- Support preparation of end-of-year returns and audited accounts.
- Maintain employee and financial records.
- General office administration and document management.

General Requirements

- ✓ 1–2 years' experience in an administrative or finance-related role Proficiency in SAGE,
- ✓ Payroll and Microsoft Excel.
- ✓ Strong computer literacy including Microsoft Office.
- ✓ Excellent organisational and time management skills.
- ✓ Strong written and verbal communication skills.
- ✓ High attention to detail and accuracy.
- ✓ Ability to work collaboratively within a team environment.

Send your CV and Cover Letter to recruitment@ridc.ie. Closing date for receipt of application is 1pm Monday the 30th of March



Full Job Description Available
on: www.rosleaderpartnership.ie

