

## **Donegal Intercultural Platform: Finance and Project Administrator (Part Time) (<https://www.activelink.ie/node/115046>)**



**DONEGAL  
INTERCULTURAL  
PLATFORM clg**

### **Exciting Job Opportunity with Donegal Intercultural Platform**

### **DIP Finance and Project Administrator Required:**

#### **Summary:**

Donegal Intercultural Platform (DIP) is a human rights focused community development Non-Governmental Organisation (NGO) covering all of Donegal working to support, engage and develop the inclusion of Black and Minority Ethnic Communities in the county. We are core funded through the Community Development Programme delivered by the

**Reporting to:** Project Manager/Coordinator

**Working Hours:** 21 hours per week

**Contract:** 2-year contract commencing in June 2025. (Subject to probationary period)

**Salary:** Competitive for similar roles at county level, based on experience

### **Finance and Project Administrator Job Description:**

#### **The main responsibilities of the Administrator will be to oversee:**

- Financial management (including monthly payroll)
- Communications and reporting
- Governance
- Office administration.

#### **Key areas of work:**

1. To oversee the efficient administration of the Intercultural Platform.
2. To develop administration systems and procedures and ensure effective implementation of same.
3. To support the development and maintenance of appropriate monitoring and reporting systems in compliance with company law, departmental, state and EU requirements.
4. To support the development of and maintenance of effective communication systems, particularly with Platform supporters, registered volunteers and affiliated organisations.
5. To develop, manage and maintain the computerised financial records of DIP and produce regular financial reports and returns including reporting duties to DIP funders. This will include
  - Income and expenditure
  - Financial reports to DIP manager, Finance & Staffing Sub-Committee and Board of Directors
  - Assist in the preparation of financial reports to core and ancillary funders
  - Preparation and oversight of annual audit
6. To ensure DIP is operating in line with proper legal, governance and accounting practice
7. To maintain an efficient filing and information recording system
8. To update and maintain any databases
9. To support the maintenance of IT and communications systems

10. To assist in the content management of the DIP website [www.interculturaldonegal.org](http://www.interculturaldonegal.org) (<http://www.interculturaldonegal.org>)
11. To participate in the organisation of DIP AGMs, and the production of Annual reports
12. To participate in team meetings
13. Other duties which may arise from time to time.

## Person Specification

### The person must have/be the following:

- At least three years' experience in an office environment including general administration and accounting experience plus secretarial skills
- Proficient in a range of IT programmes - Word, Excel, PowerPoint, Payroll and database software
- Experience of manual and computerised accounting systems
- Ability to maintain accurate records with excellent attention to detail
- Ability to work on own initiative as well as part of a team
- Self-motivated and dynamic with a flexible approach to work and good time management skills
- Excellent communication and interpersonal skills
- Ability to prioritise competing demands
- An interest and working knowledge of the community sector.
- Energetic and enthusiastic in their approach to work
- The willingness and ability to learn new skills and take on new tasks.

## Location

The main office of DIP is in at 18/19 Academy Court, Oliver Plunkett Road, Letterkenny and the post will be located there. Given the requirements of data protection (GDPR) and company law the main duties will be carried out in the organisation office. There will be some limited scope of hybrid working on specific tasks with agreement in advance with the manager.

## What We Offer

- A pivotal role in a strong and growing intercultural community work organisation.
- Opportunities for professional development.
- A dynamic and collaborative work environment.
- A flexible and dynamic team-working environment with local, cross border, national and international engagements and relationships

## Applications

Applicants for this post are requested to send a detailed Curriculum Vitae with names referees and a cover letter detailing suitability for this position to [info@interculturaldonegal.org](mailto:info@interculturaldonegal.org) (<mailto:info@interculturaldonegal.org>) subject line **Administrator Post** by close of business (5pm) on Monday 28th April 2025.

**Interviews** Interviews will be held on Wednesday 30th April between 11 and 4pm at the DIP office at 18 Academy Court, Oliver Plunkett Road, Letterkenny Eircode: F92 D864

DIP is an equal opportunities employer.

### Region

Letterkenny, Co Donegal

### Date Entered/Updated

14th Apr, 2025

### Expiry Date

28th Apr, 2025

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