

## **The Sanctuary: Finance Co-ordinator (Part Time)** **(<https://www.activelink.ie/node/115145>)**



THE SANCTUARY

### **Finance Co-ordinator**

#### **ROLE DESCRIPTION**

The Sanctuary seeks a **Finance Co-ordinator** to oversee all the financial requirements of the organisation. The Finance Co-ordinator will work closely with and is accountable to the Managing Director. The role will require you to undertake any other duties deemed necessary by the Managing Director for the benefit of the Sanctuary.

#### **RESPONSIBILITIES**

- Administration and management of the Sanctuary's financial requirements - including invoicing, payments, purchasing, payroll and banking.
- Act as point of contact with Carmichael (payroll, financial accounting provider), pension provider, insurance provider, facilitators and key suppliers.
- Liaise with Finance Committee to provide financial reports for Board and Audit.
- Manage Quickbooks, inputting journals, classifying transactions, issuing invoices and running monthly reports.
- Assist with the monthly financial management accounts.
- Preparing financial information for the annual Audit.
- Assisting with budget requirements for the organisation.
- Assist with financial requirements for the application of funding proposals.
- Assist the Operations Manager with duties as required.

#### **SKILLS / KEY ATTRIBUTES**

- Finance – excellent numeracy skills and knowledge of accounting principles and financial administration processes.
- Planning – strong attention to detail and highly organised. Ability to multi-task, self-manage and ability to set timelines.
- Problem Solving – self-motivated and positive, adapting to the ever changing environment and reacting quickly to meet challenges.
- Initiative – ability to work independently.
- Communication – ability to build relationships with internal and external stakeholders, ensuring that communication is on-going and effective. Excellent written and verbal communication skills including the ability to present information in a cohesive manner.
- IT skills – in depth knowledge of MS Office suite, Excel essential.
- Team working – strong team player with the ability to work alongside colleagues to ensure projects are delivered on time and objectives are met.

**Hours:** 16 hours per week, over 4 days / Hybrid working

**Salary:** €14,000 p.a.

**Closing date:** 6 May 2025 / interviews week of 12 May 2025

**Please email your CV and cover letter to [paulagilmore@sanctuary.ie](mailto:paulagilmore@sanctuary.ie)**  
**(<mailto:paulagilmore@sanctuary.ie>)**

**Region**

Dublin 7 / Hybrid

**Date Entered/Updated**

16th Apr, 2025

**Expiry Date**

6th May, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/interest-groups/115145-the-sanctuary-finance-co-ordinator-part-time>