

No Name Club: Financial Administrator **(<https://www.activelink.ie/node/115213>)**



Financial Administrator

Organisation: No Name Club

Location: Primarily remote (work from home), with occasional travel required to attend club events and to the New Ross office for hard copy filing and administrative duties. All travel expenses, including mileage for company business, will be reimbursed in accordance with organisational policy.

Job Type: Full-Time (37.5 hours per week)

Salary: €15.70 per hour (€30,615 annually)

Contract Type: Initial 6-month fixed-term contract (probation), with potential for 11-month rolling fixed-term contracts thereafter

About Us

The No Name Club is a voluntary, not-for-profit organisation working with young people across Ireland to promote positive lifestyles free from alcohol and other drugs. We provide safe and supportive environments where young people can develop confidence, leadership, and friendship. Our values are rooted in respect, inclusion, and community engagement.

Position Summary

We are seeking a highly organised and motivated Financial Administrator / Accounts Clerk to support the financial and administrative operations of the No Name Club. This full-time role (37.5 hours/week) is vital to ensuring the smooth financial functioning of our organisation and will involve bookkeeping, payroll processing, reporting, and general office administration.

The successful candidate will be offered an initial 6-month fixed-term contract to cover the probationary period. Subject to satisfactory performance, this may be followed by 11-month fixed-term contracts renewed on a rolling basis.

Finance & Accounting

- Maintain accurate financial records using accounting software (e.g. Sage, QuickBooks or similar)
- Process income and expenditure transactions
- Reconcile bank accounts and petty cash on a monthly basis
- Manage accounts payable and receivable
- Process and submit payroll and associated returns (PAYE, PRSI, pensions)
- Prepare monthly and annual financial reports for management and the Board
- Assist with budget preparation and monitoring
- Liaise with external auditors, accountants, and funding bodies as required
- Ensure compliance with financial procedures, Revenue requirements, and funding terms

Administration

- Provide administrative support to the No Name Club Staff , Board and Volunteers as required.
- Maintain and update internal databases, files, and records
- Support funding applications and grant reporting by providing relevant financial data
- Organise meetings, take minutes, and follow up on action items
- Manage office supplies and liaise with service providers
- Handle general correspondence and enquiries

Essential

- Proven experience in a financial administration or accounts clerk role
- Proficiency with accounting software and Microsoft Office Suite (especially Excel)
- Strong organisational and time-management skills
- Excellent attention to detail and accuracy
- Ability to handle confidential information with discretion
- Strong written and verbal communication skills
- Ability to work independently and as part of a team

Desirable

- Knowledge of the not-for-profit/voluntary sector in Ireland
- Familiarity with Revenue Online Service (ROS) and Charities Regulator reporting
- Experience preparing financial reports for grant-funded organisations

What We Offer

- €15.70 per hour (equivalent to €30,615 per year for 37.5 hours/week)
- Initial 6-month fixed-term contract (probationary), with potential for 11-month rolling contracts thereafter
- The opportunity to contribute to a respected national youth organisation
- A collaborative and values-driven working environment
- Flexible working arrangements may be considered
- Ongoing support and training

How to Apply

- Please send your CV and a brief cover letter outlining your suitability for the role to egeraghty@nonameclub.ie (<mailto:egeraghty@nonameclub.ie>) by 12.05.2025 Shortlisting will apply, canvassing for this role will disqualify.

For more information about the No Name Club, visit <https://nonameclub.ie> (<https://nonameclub.ie>)

Region

Remote / Co Wexford

Date Entered/Updated

22nd Apr, 2025

Expiry Date

12th May, 2025

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