

Donegal County Childcare Committee: Financial Administrator (Part Time) (<https://www.activelink.ie/node/115338>)



Donegal County Childcare Committee Ltd

Seeks to recruit for the following position:

Part-Time Financial Administrator

Donegal County Childcare Committee Ltd (DCCC) is a local government-supported agency that works for the development, sustainability and advancement of high-quality early childhood care and education in County Donegal.

EMPLOYER: Donegal County Childcare Committee CLG
Unit 4B, Riverside Retail & Office
Letterkenny
Co. Donegal
F92 XH2X

HOURS OF WORK: 21 hours per week (flexible)

The Financial Administrator has the responsibility for managing the company's payroll and finances, maintain the administrative and financial systems and structures of the company.

Summation of essential criteria:

- Effective interpersonal, communication and organisational skills.
- Competent IT skills, including IT packages for example SAGE or other accounts software.
- Excellent communication skills and telephone etiquette
- Experience of working in a similar role.

Please e-mail CV in application to trish@donegalccc.com (<mailto:trish@donegalccc.com>)

Job Description available on request.

Closing date for applications 12 noon on Friday 16th May 2025.

Applications will be short-listed. Canvassing will disqualify.
Interviews will take place on Friday May 23rd 2025.

Donegal County Childcare Committee Ltd is an equal opportunities employer.

Region

Letterkenny, Co Donegal

Date Entered/Updated

29th Apr, 2025

Expiry Date

16th May, 2025

Source URL: <https://www.activelink.ie/vacancies/children-youth/115338-donegal-county-childcare-committee-financial-administrator-part-time>