

Core Youth Service: Financial Administrator (Part Time) **(<https://www.activelink.ie/node/115385>)**



Financial Administrator (Part Time 25hrs)

St Michael's Parish Youth Project, trading as Core Youth Service, is a community based youth work organisation working for the welfare, development & well-being of 10-24 year-old young people in Inchicore, Dublin 8.

Core Youth Service is seeking a part time Financial Administrator (25hrs) to join the team in a busy, demanding and dynamic youth work environment.

Essential & Desirable Education/ Qualifications:

- Relevant QQI standard as a minimum is essential
- Professional development in accounts would be desirable
- A qualification as an accounting technician would be desirable

Experience

- A minimum of three years' experience in an accounts department/setting is essential
- Experience in a community based project would be desirable
- Expertise in financial systems implementation
- A record of planning, achievement and implementation in financial reporting
- Experience of using & keeping computerised accounts & financial packages
- Computer literate in dealing with all aspects of MS Office.

All applicants must send C.V. and cover letter by email to info@core-ys.com (<mailto:info@core-ys.com>) with Financial admin as subject

St. Michael's Parish Youth Project Ltd, trading as CORE Youth Service is an equal opportunities employer.

This post is funded by the UBU Your place Your Space funding scheme

This post is subject to 6 months probationary period.

Please note that the successful candidate will be required to undergo Garda Vetting prior to commencement in the role.

Salary: CDET Admin Scale.

Closing date: 23rd May 2025 at 5.00p.m

Short listing may apply, and a panel may be formed

Region

Dublin 8

Date Entered/Updated

1st May, 2025

Expiry Date

23rd May, 2025

Attachment

Size

Attachment	Size
<u>Job description admin 2025.CH.docx</u>	749.39 KB

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