

EAPN Ireland: Administration & Finance Officer (Part time) **(<https://www.activelink.ie/node/115394>)**



The European Anti-Poverty Network (EAPN) Ireland is recruiting an Administration and Finance Officer (<https://eapn.ie/wp-content/uploads/2025/05/Administration-and-Finance-Officer-Job-Description-and-Person-Specification.pdf>) – Part time (2.5 days per week).

The successful candidate will be responsible to the Director for delivering EAPN Ireland's administration and finance work. They will also contribute to the organisations mission of putting the eradication of poverty at the top of the Irish and European policy agenda and empowering groups working to end poverty to understand and influence policy-making.

The position is permanent, subject to the availability of resources, with a six months' probation. Salary will be on a scale from €31,800 to €37,000 (full time equivalent) or €15,900 to €18,500 half time pro rata, commensurate with experience. The position is based in Dublin, but EAPN Ireland has a home/work hybrid Policy.

Applicants should send a CV and cover letter, outlining their interest and suitability for the post to recruitment@eapn.ie (<mailto:recruitment@eapn.ie>) **by Sunday 18th May**. Interviews will take place on Tuesday 27th May.

The job description and person specification for this position are available [here](https://eapn.ie/wp-content/uploads/2025/05/Administration-and-Finance-Officer-Job-Description-and-Person-Specification.pdf) (<https://eapn.ie/wp-content/uploads/2025/05/Administration-and-Finance-Officer-Job-Description-and-Person-Specification.pdf>).

Further information on EAPN Ireland and a job description and person specification for this position are available on www.eapn.ie (<https://www.eapn.ie>) or by calling 087-6402200. (tel:0876402200)

The position is funded by Pobal under the Scheme to Support National Organisations



EAPN Ireland receives support under the Scheme to Support National Organisations (SSNO) which is funded by the Government of Ireland through the Department of Rural and Community Development



Region

Dublin 7 / Hybrid

Date Entered/Updated

2nd May, 2025

Expiry Date

18th May, 2025

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/115394-eapn-ireland-administration-finance-officer-part-time>