

Tolka River Project: Finance Administrator (Part-Time) **(<https://www.activelink.ie/node/115563>)**



Tolka River Project A Pathway to Recovery

Tolka River Project is an addiction rehabilitation project in Mulhuddart, Blanchardstown, and it is in the position of recruiting a financial administrator. The role is for between 15-20 hours per week. Tolka River Project is a community-based rehabilitation project for people who are experiencing substance misuse problems and seeking change. The programme aims to provide a best-practice service to those living in the Dublin 15 area.

Tolka River is an equal opportunity employer. Please include your experience and motivation for the role in a letter of application and your most recent CV.

We invite applications for the position of Financial Administrator.

To provide a professional service to all aspects of Administration and Finance

12-month fixed-term contract

Qualifications/ Experience:

- Relevant third-level qualification (e.g. Certificate, Diploma) or accounting technician / recognised finance qualification equivalent or relevant experience in a financial role is essential.
- Proficient using account software and other IT applications, including QuickBooks, Collsoft, Excel, Word and PowerPoint is required
- Excellent communication skills and experience dealing with peers and colleagues at all levels of the organisation.
- Excellent coordination skills in running reports, preparing accounts and contributing to various functions' priorities.

Salary is aligned with the Market Rates and will be based on experience. The successful candidate will work as part of a team and report directly to the Service Manager and Treasurer.

The closing date for applicants is **Friday, the 13th June 2025**. Interviews will be held at the Tolka River Project. Full Job Description available upon request via an email to [**gerry@tolkariver.ie**](mailto:gerry@tolkariver.ie) ([**mailto:gerry@tolkariver.ie**](mailto:gerry@tolkariver.ie))

Email your CV and letter of application to [gerry@tolkariver.ie**](mailto:gerry@tolkariver.ie) ([**mailto:gerry@tolkariver.ie**](mailto:gerry@tolkariver.ie))**

Or post to

Gerry Ryan
Service Manager
Tolka River Project,
Buzardstown Campus,
Mulhuddart,
Dublin 15.

Region

Mulhuddart, Dublin 15

Date Entered/Updated

12th May, 2025

Expiry Date

13th Jun, 2025

Attachment	Size
<u>Job-Description Finance-Administrator Tolka River.docx</u>	182.33 KB

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