

Sustainable Water Network (SWAN): Finance and Office Administrator (<https://www.activelink.ie/node/115678>)



Finance and Office Administrator

Salary: €32,000 – €36,000 Fulltime equivalent (Point on scale will depend on experience). Number of hours flexible but between 21 and 24.5 hours per week, paid pro rata.

Location: Hybrid-working, with 2 to 3 days per month in the office (Dublin 2) and attendance to in-person meetings and other events as required.

Contract type: This is a fixed-term contract until the end of 2027 with a view to extend subject to funding. There will be a probation period of four months.

Background

SWAN is an umbrella network of 25 of Ireland's leading national and local environmental non-governmental organisations (eNGOs) working together to protect Ireland's rivers, lakes and coasts and to secure ecologically sustainable water management in Ireland.

We do this through policy research and development; facilitating member participation in implementation of water-related policy and legislation; communications and advocacy; and supporting this work with strong governance, administration and financial management.

We are now seeking an experienced and enthusiastic Finance and Office Administrator to join our team.

The Role

This role presents the opportunity to join a positive, flexible organisation and to contribute to a healthy environment for nature and people. Reporting to the Chief Operating Officer, the role of the Finance and Office Administrator is to ensure the smooth day-to-day operations and administration functions of SWAN. This is a fantastic opportunity for a highly organised and detail-oriented individual to take on a varied role that combines administration, bookkeeping, events coordination and support of the COO in their governance responsibilities.

The ideal candidate will have demonstrated experience in financial/business administration, proficiency with accounting and payroll software as well as in IT systems and platforms such as Microsoft 365 and be a strong team player. Experience working in the not-for-profit sector and/or a membership organisation would be a great advantage.

Application Details

To apply, please send your CV with a cover letter (1-page max) in an editable format, outlining your suitability and motivation for the role, to jobs@swanireland.ie (<mailto:jobs@swanireland.ie>). Please include the role title in the subject of your email.

Closing date: Sunday 8th of June

Full information about the Finance and Office Administrator Role can be found here.
(<https://swanireland.ie/wp-content/uploads/2025/05/SWAN-Finance-Office-Administrator-Job-Description-Final-150525.pdf>)

Region

Hybrid / Dublin 2

Date Entered/Updated

15th May, 2025

Expiry Date

8th Jun, 2025

Attachment

SWAN Finance & Office Administrator Job Description Final
150525.pdf

Size

128.51
KB

Source URL: <https://www.activelink.ie/vacancies/interest-groups/115678-sustainable-water-network-swan-finance-and-office-administrator>