

ADAPT Domestic Abuse Services, Limerick: Financial Administrator (Part Time) (<https://www.activelink.ie/node/116070>)



ADAPT DOMESTIC ABUSE SERVICES

ADAPT Domestic Abuse Services Limerick are recruiting for the following position:

Financial Administrator (Part-time)

ADAPT Domestic Abuse Services is a voluntary organization which was established in 1974. The Mission of ADAPT is to offer support and safety to women and their children affected by domestic abuse. The service is committed to challenging domestic abuse by strengthening the capacity of individuals, communities and organisations to respond effectively and to change society so that domestic abuse is no longer tolerated.

We are looking to employ a highly motivated and committed individual to work as part of the Organisational Services team. The Financial Administrator will report directly to the Finance and Compliance Manager. The role will involve processing invoices for accounts payable/receivable, record keeping, reconciliations and the generation of monthly, quarterly and annual financial reports and returns. Some finance and ad hoc administration work and support will also be required.

Salary:

Related to qualifications and experience and in line with public service salaries.

Type of Contract:

Initial two year contract which may be extended after that period. The post is part-time.

Application Process:

Applications will only be accepted on the official application form. Further information and application forms are available from

Front Office,
ADAPT Domestic Abuse Services,
ADAPT House,
Rosbrien,
Limerick.

Email: frontoffice@adaptservices.ie (mailto:frontoffice@adaptservices.ie).

Tel: 061-412354 (Tel:061412354).

Panels may be formed, from which vacancies over the following 12 months may be filled.

The closing date for applications is **Monday 30th June at 5pm**

The job description is intended as a summary of the primary responsibilities for the position. The job description is not intended as inclusive of all duties an individual in the position might be asked to perform either now or in the future.

ADAPT Domestic Abuse Services Limerick is an Equal Opportunities Employer

Region

Limerick

Date Entered/Updated

6th Jun, 2025

Expiry Date

30th Jun, 2025

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/116070-adapt-domestic-abuse-services-limerick-financial-administrator-part-time>