

## **Wexford County Childcare Committee: Financial & Programme Administrator** <sup>[1]</sup>



### **Wexford County Childcare Committee CLG.**

Wexford County Childcare Committee invites applications for the following position:

#### **Financial & Programme Administrator**

This position is a 1-year fixed term position (35 hours per week) and based in Enterprise & Technology Centre, Milehouse Road, Enniscorthy, Co. Wexford.

(subject to reference check and Garda vetting)

#### **Essential Criteria**

- Working knowledge of Thesaurus Payroll
- Have at least three years' experience of working in an office environment
- Experience of office administration and financial management
- Ability to maintain a high level of accuracy
- Knowledge of accounting/payroll packages (e.g. Excel, Thesaurus, etc)
- Knowledge of Employment Law
- Knowledge of Pobal Financial Reporting Procedures
- Knowledge of DCYA's Early Years National Programmes
- Excellent interpersonal, communication and IT skills

#### **Desirable Criteria**

- Hold an Accounting Technician, IPASS Payroll qualification or equivalent

Salary is Grade IV (local authority).

Candidates will be short listed based on information supplied in their C.V. to be received no later than **Friday 10<sup>th</sup> November, 2017.**

Please send a copy of your C.V. together with a covering letter to:

**Deirdre Power, CEO, Wexford County Childcare Committee.**

**Enniscorthy Enterprise & Technology Centre, Milehouse Road, Enniscorthy, Co. Wexford.**

*Wexford County Childcare Committee CLG. is an equal opportunities employer.*

[www.wexfordchildcare.ie](http://www.wexfordchildcare.ie) <sup>[2]</sup>




**Region:** Enniscorthy, Co. Wexford

**Expiry date:** 10/11/2017

**Date** 26/10/17

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Attachment	Size
 <u>Job description</u>	42
[3]	KB

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**Source URL (modified on 26/10/2017 - 10:37):** <https://www.activelink.ie/content/vacancies/children-youth/33559>

**Links**

[1] <https://www.activelink.ie/content/vacancies/children-youth/33559>

[2] <http://www.wexfordchildcare.ie>

[3] [https://www.activelink.ie/sites/default/files/attach/notice\\_entry/33559/job\\_des\\_fin\\_pro\\_admin.doc](https://www.activelink.ie/sites/default/files/attach/notice_entry/33559/job_des_fin_pro_admin.doc)