

Foróige: Part Time Finance Administrator Grade III ^[1]

NOTE: This item has expired and will soon be unavailable for viewing.



Finance Administrator Grade III, Dublin 12

Foróige, the national voluntary youth organisation is engaged in out-of-school youth development and education. The organisation aims to enable young people to involve themselves consciously and actively in their own development and the development of society. Our focus is on developing young people's leadership, sense of citizenship and overall health and well being. Foróige currently invites applications for the following position:

Part Time Finance Administrator Grade III

This role will offer the candidate a truly rewarding opportunity to contribute to the Finance Function in a National Organisation and to further develop their own career. The successful candidate will be responsible for a variety of duties in a busy finance department.

This role is for a fixed term of 6 months. The successful candidate will work a minimum of 20.25 hours per week, the option to work these hours over 5 mornings (Monday – Friday) per week or over 3 full days is available.

Applicants should meet the following **essential** requirements:

- Relevant qualification in Finance.
- Minimum 1 year relevant experience working in a Finance Department.
- Proficient in data entry.
- Experience handling queries and processing information for management and staff within a large organisation.
- Previous use of Agresso system would be an advantage.

Please view the job spec below for full details on all requirements.

Applications for this vacancy should be made by way of C.V. and Cover Letter and should be emailed thr@foroige.ie ^[2]

Closing date for receipt of applications is 5.00pm THURSDAY 2nd NOVEMBER 2017. Applications received after this time will not be accepted.




Foróige is committed to a policy of Equality of Opportunity in its employment practices.

Region: Dublin 12

Expiry date: 02/11/2017

Date 26/10/17

Entered/Updated:

Attachment	Size
 foroige-logo.png ^[3]	11.81 KB
 Job Specification ^[4]	314.86 KB
 Application form ^[5]	145.5 KB

Source URL (modified on 26/10/2017 - 16:11): <https://www.activelink.ie/content/vacancies/children-youth/33578>

Links

[1] <https://www.activelink.ie/content/vacancies/children-youth/33578>

[2] <mailto:thr@foroige.ie>

[3] https://www.activelink.ie/sites/default/files/attach/notice_entry/33578/foroige-logo.png

[4] https://www.activelink.ie/sites/default/files/attach/notice_entry/33578/finance_administrator_grade_iii_part_time_job_spec.pdf

[5] https://www.activelink.ie/sites/default/files/attach/notice_entry/33578/foroige_job_application_form_2017.doc