

Clann Mór Residential & Respite: Accounts Administrator (Part-Time) ^[1]

Clann Mór Residential & Respite CLG

is a Community Based Residential & Respite service, based in Navan, Co. Meath. Providing services in Navan, Kells & Ashbourne Co. Meath. The service supports adults with mild and moderate intellectual disabilities, to live permanently in its community based homes or to avail of respite provision. HIQA Registered service. Office base Navan.

Accounts Administrator (Part Time)

Desirable Requirements:

- Min 3 years' experience in accounts software e.g TAS Books - Multi Departments & Multi Bank Accounts
- Experience in payroll software e.g. Bright Pay.
- Advanced Excel & Word Skills are essential.
- Self-motivated, flexible & responsible with ability to work on own initiative.
- Varied administration duties & project work as required. Full clean driving licence.

Enquiries: Mob: 086 8293144 Mon – Thurs (10am -2pm) or e-mail your interest to martinehealy@clannmor.ie ^[2] and we can forward you Job/Person specification & Application form or see below. **(See Application form and Job/Personal Specification attached)**

Closing date: Monday 6th November 2017 at 4pm.



Clann Mór is an Equal Opportunities Employer
www.clannmor.ie ^[3]

Region: Navan, Co
Meath

Expiry date: 06/11/2017

Date 23/10/17

Entered/Updated:

Attachment	Size
 Job Description & Personal Specification ^[4]	138.63 KB
 Application Form ^[5]	910 KB

Source URL (modified on 23/10/2017 - 10:19): <https://www.activelink.ie/content/vacancies/community/33479>

Links

[1] <https://www.activelink.ie/content/vacancies/community/33479>

[2] <mailto:martinehealy@clannmor.ie>

[3] <http://www.clannmor.ie/>

[4] https://www.activelink.ie/sites/default/files/attach/notice_entry/33479/hr-jd-10_accounts_administrator_job_description_1.docx

[5] https://www.activelink.ie/sites/default/files/attach/notice_entry/33479/2017_confidential_application_form.doc