



### **Finance & Administrator Part-time Vacancy**

Kilkenny Rape Crisis Centre KASA provides a safe, non-judgemental, and discreet space providing counselling, information, education and support services to anyone aged over 14 years who may have been impacted by Sexual Violence at any time in their life.

**We currently have a vacancy for a part-time finance/office administrator – 18 hours per week, Wednesday to Friday.**

#### **Primary Responsibilities:**

- Manage accounts/data entry/bank recs.
- Preparation of bank lodgements.
- Compile reports for the board of management and Cuan when required.
- Maintain financial records and report into the Manager regarding financial matters together with furnishing records to the Bookkeeper.
- General typing and secretarial duties to include letter typing, report typing, filing etc.
- Assist with the communication of client appointments, cancellations, rescheduling etc.
- Contribute to team effort by providing administrative support to Manager and other staff, where appropriate.
- Welcome guests and clients by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintain client and Centre confidentiality to a very high level.
- Assist in the managing of social media via Manager, Facebook, Instagram Website etc.
- Maintain office supplies by checking stock to determine level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Responsible for the maintenance of the building in general, ensuring everything in the organisation is kept in good working order and repair.
- Respond to other duties which may from time to time be assigned by the Manager in reflection of the needs of the Centre.

### Person Profile

- Proficient in using Microsoft office and on-line accounting packages and be comfortable with the internet and social media.
- Strong administrative writing skills.
- Excellent interpersonal and communication skills both face-to-face and on the telephone.
- Strong organisation and time management skills with excellent attention to detail.
- Calm, compassionate, and welcoming manner.

### Conditions

- 3 years' experience in a similar role (including managing Debtors and Creditors ledgers).
- Role is based in-person, in Kilkenny city.
- Part-time Role 18 hours per week-Wed-Fri
- Salary is subject to knowledge, experience, and qualifications.
- The ability to take ownership of projects from initiation to completion.
- Great verbal, written and interpersonal skills.
- A full qualification in Accounting, Office Admin (or equivalent qualification).

### Benefits include

- Annual leave: 25 days annual leave per year pro rata.
- Pension contribution
- Some flexible working in terms of hours by negotiation
- Training for new technology or new skills needed
- Staff development days
- Cycle to work scheme.

**Location:** Kilkenny City -Office based.

**Deadline for applications:** Friday 17<sup>th</sup> May 2024

Please send CV to [brid@kasa.ie](mailto:brid@kasa.ie)

or

**Brid Meighan, Kilkenny Rape Crisis Centre KASA, 1 Golfview Terrace, Granges Rd, Kilkenny**