



Job Specification

Job Title	Office Administrator
Issue Date	25 th August 2025
Grade	Administrative Assistant
Contract Type	Fixed term to end of year 2025 (i.e. 3 to 4 months), with possible extension into 2026 depending on work requirements
Hours and Days of Work	16 hours per week 4 days from 9am to 1pm (or option to instead work 9.30am to 1.30pm)
Work Location	Currently MWRSS premises at New Market Street, Kells Occasional attendance at Flower Hill, Navan
Reports to	Finance Manager In the absence of the Finance Manager, then reporting will be to either the Finance Administrator or the CEO. There are dotted lines to the People and Change Manager and the Fundraising and Communications Manager, along with the CEO, each of which will be a contact for workflow.
Job Purpose	To support the administrative requirements of the Finance, Fundraising and HR functions in addition to general office functions.
Core Responsibilities	General Office Admin <ul style="list-style-type: none"> • Responding to general office phone and email enquiries, closing out general enquiries or forwarding to other staff as appropriate. • Purchasing general office supplies for each location (stationary, office furniture, office equipment, etc.). • Supporting the hardcopy and online finance filing systems, including scanning documents for electronic filing and purging archive records in line with retention timeframes. • Booking external rooms for events where required.

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	<p>Finance Administration</p> <ul style="list-style-type: none"> • Resolving supplier invoice and service queries by phone / email, where necessary. • Setting up invoice payments for EFT and scanning / filing source invoices, there may be a requirement to track invoices on SAGE • Bank lodgements when required <p>HR Admin Duties</p> <ul style="list-style-type: none"> • Liaison in relation to Garda Vetting for staff • Assisting with organisation of internal training events • Tracking staff participation in training • Support with recruitment as needed • Supporting the hardcopy and online personnel filing systems, including scanning documents for electronic filing and purging archive records in line with retention timeframes. • Assisting with employee expense payments and records. <p>Fundraising Duties</p> <ul style="list-style-type: none"> • Tracking donations on Esafe and processing thank you letters to donors • Supporting fundraising campaigns as needed • Assisting with fundraising returns to Revenue <p>Notes</p> <ul style="list-style-type: none"> • Some tasks may be introduced on a phased basis. • Any other tasks as reasonably required by the line manager for the role. The above list is not a complete list.
Essential Person Requirements	<ul style="list-style-type: none"> • At least 5 years' experience working in an office environment handling a varied workload and working in a collaborative manner with several others. • A high level of IT literacy including use of email, Word, Excel and file sharing systems. • Detail orientation, a high level of accuracy and compliance with procedures. • An organised and structured approach. • Ability to communicate well and to demonstrate a polite approach to all. • Honesty, integrity and a commitment to maintaining confidentiality at all times. • Willingness to learn about the organisation to be able to handle queries appropriately. • Willingness to participate in appropriate training as required.

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Desirable Person Requirements	<ul style="list-style-type: none"> • Experience of working in the charity sector is preferred but not essential.
Additional	<p>This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future in line with organisational needs.</p> <p>Flexibility to cover for staff team and other colleague roles may be required from time to time.</p>