

# National Traveller Partnership

## Finance and Administration Officer

### Job Description & Person Specification

<b>Employer</b>	The National Traveller Partnership - <a href="http://www.ntpirl.ie">www.ntpirl.ie</a>
<b>Position</b>	NTP Finance and Administration Officer
<b>Hours</b>	21 hours/three days per week
<b>Responsibilities</b>	To manage the finances, administration and governance of the National Traveller Partnership
<b>Location</b>	Primarily remote (working from home) with occasional travel to Dublin and other locations.
<b>Salary and Benefits</b>	€39,000–€42,000 pro rata. Includes pension contribution, work-from-home allowance, and travel/subsistence expenses.
<b>Deadline and Interview</b>	Deadline - Interview –
<b>Qualifications/Experience</b>	Qualifications and experience in financial administration
<b>Person</b>	A dynamic, friendly, collaborative person that is self-motivated and work as a key member of a small team. Applications from suitably qualified members of the Traveller community are particularly welcome.
<b>Contact/Queries</b>	Ann Irwin, <a href="mailto:annirwin@ntpirl.ie">annirwin@ntpirl.ie</a> 083 027 9203

### The Employer

The National Traveller Partnership is a network of 14 local Traveller organisations that implement the Traveller Community Development Programme. The NTP is also supported by three of the national Traveller organisations – Pavee Point Traveller and Roma Centre, the Irish Traveller Movement and the National Traveller Women' Forum.

The NTP is a company limited by guarantee and is a registered charity, with a board of directors/trustees.

Funding for the NTP comes from the Department of Equality, Disability and Youth.

### The Post

The Finance and Administration Officer will manage the finances, administration and ensure compliance with all the governance requirements of the National Traveller Partnership

The Finance and Administration Officer will join the NTP National Director to form a small team that will collectively ensure the implementation of the NTP Strategic Plan and best standards in financial management, administration and governance.

The post is for the equivalent of three days a week. The post is a working from home position

and the successful candidate will have to demonstrate that they have the facilities to work from home in a safe environment. A Working from Home allowance will be paid. Travel will form part of the role. Travel and subsistence will be paid.

## **Main Responsibilities**

### **NTP Funding**

The management and co-ordination of NTP core funding and Education Community Development Worker Scheme, including:

- Responsibility for the dispersal of funds to the NTP Partner Organisations in accordance with the agreements.
- Assessment of the financial reports four times a year, ensuring there are no deviations from the agreed budgets. Where this occurs, liaison with the NTP National Director to support the project to amend the accounts in accordance with the agreed budget.
- Liaising with the Department of Equality, Disability and Youth in relation to the funding – drawdown of funds, financial reports, etc.
- Working with the 14 NTP organisations in receipt of funding, providing support where necessary.
- Ensuring that all associated proof of expenditure and governance is gathered and maintained.
- Management of the core funding assigned to the NTP national work.

### **Financial Administration**

Responsibility for the day-to-day administration of the NTP accounts, including:

- Preparation of payments, payroll, back reconciliations, etc., and liaising with the NTP National Director and NTP Treasurer on a regular basis.
- Maintain proper financial, accounting and organisation records of the company to permit the financial statements to be readily and properly audited.
- To work with the company auditor, ensuring annual audited accounts and returns are completed in a timely fashion.
- To provide financial reports to the NTP National Director on a regular basis.
- To prepare management accounts at all Board of Directors meetings which include an income and expenditure report and a bank reconciliation.

### **Compliance**

Responsibility for the governance of the National Traveller Partnership, including:

- Organising the meetings of the NTP Board of Directors.
- The development and maintenance of all policies associated with the status of a registered charity.
- The maintenance of the NTP charity compliance records.
- To ensure the highest standards of security in maintaining company IT systems and the company's paper files in line with Data Protection.

### **Networking & Support**

Responsibility for networking and support, including:

- Organising three on-line and one in-person networking events for the administrators of the NTP Partner Organisations annually.
- Provide training and support to the administrators of the NTP members in the NTP financial requirements, including induction to new administrators.

## General

- Organising the logistics for NTP Board meetings and networking meetings.
- To keep appropriate confidentiality in relation to the work and to promote a culture of professional confidentiality among the staff team.
- To participate in training relevant to the role.
- To provide administration/secretarial support for the coordinator and the Board of Directors.
- To attend ongoing support and review meetings with the coordinator.

The NTP Finance and Administration Officer will be expected to work closely with the NTP National Director to develop a team approach to the work.

## Person Specification

The person must have/be the following:

- Acknowledge the Traveller community as an ethnic Irish community and support the community's right to equality.
- Self-motivated, dynamic, collaborative with a flexible approach to work and good attention to detail and time management skills.
- Energetic and enthusiastic in their approach to work with a friendly and welcoming manner.
- A qualification in financial management and administration.
- At least two years' experience in an office environment including general administration and accounting experience.
- Experience of manual and computerised accounting systems, including payroll.
- Proficient in IT programmes such as Word, Excel, Outlook, etc.
- Ability to maintain accurate records with excellent attention to detail.
- Ability to work on their own initiative as well as part of a team.
- A willingness and ability to learn new skills and take on new tasks.

Applications from suitably qualified members of the Traveller community are particularly welcome.

## Salary

Between €39,000 to €42,000 pro rata. A contribution to a pension will be provided.

## Shortlisting and Interview

Shortlisting will apply. Closing date for applications is Thursday September 25th 2025. Applications should be sent to [annirwin@ntpir.ie](mailto:annirwin@ntpir.ie) with *Application for Position* in the title.