

Irish Red Cross Migration Services - Job Vacancy

The Irish Red Cross is tasked under its mandate as auxiliary to the Irish Government to co-ordinate offers of support from the Irish Public, to support the placement of refugees into accommodation and to support the social integration of refugees at community level.

The Strategic Goal of the Programme is to enable refugees in Ireland to integrate into Irish society and achieve their potential. The Irish Red Cross has been providing support in this regard to the Irish Government since 2015 to assist the fulfilment of its EU commitment to promote the resettlement and integration of refugees under the Irish Refugee Protection Programme.

The Irish Red Cross is an equal opportunities employer and welcomes applications from all sections of the community.

Job Title:	Irish Red Cross Migration Services Administrator
Responsible to:	Migration Services Manager
Summary of role:	To support the IRC Migration Programme and to contribute to the overall work of the Irish Red Cross as a member of the Migration Team. The Administrator will be responsible for the performance of a number of duties categorised by financial and administrative support. This is a fixed term, part time position.
Main tasks & responsibilities:	<ul style="list-style-type: none"> • Financial processing, validation, coding and monitor of inbound invoices and payments related to the IRC Migration Programme. • Financial processing and recording of team expenses and payment requisitions. • Budget reconciliation and Budget management including filing, variance reporting, tracking and communication. • Ensure vendor invoices are processed and paid within agreed payment terms. • Data management, analysis and preparation of routine, periodic and exceptional reports and spreadsheets as required by management and stakeholders. • Financial and administrative team support including third party supplier management, price tendering, maintenance and recording of approved suppliers and ensuring supplies to the office are managed and maintained. • Oversight and reconciliation of petty cash. • Monitor of IRC Migration Clients Rental Payments and Refunds File. • Developing and maintaining administrative systems and performing clerical duties such as meeting minute taking, correspondence drafting, scanning and photocopying. • Ensuring compliance with required internal and external financial policies and procedures. • Implement, develop and maintain administration processes necessary to support the IRC Head office finance function and assist the finance department with tasks related to audit and compliance.

<p>Essential Experience & Skills:</p>	<ul style="list-style-type: none"> • Experience in a financial/business administration role. • Excellent attention to detail, well organised, reliable and methodical in their work. • Experience in data management and analysis. • Strong interpersonal and communications skills with the ability to interact professional with a diverse range of stakeholders. • Ability to work efficiently as part of a team as well as independently. • High level of critical and logical thinking, analysis and reasoning skills. • Ability to work under pressure and meet set deadlines. • Excellent organisational, time management and prioritisation skills. • Proficiency in Microsoft Office Programmes – Particularly Excel. • Ability to maintain strict compliance protecting confidential, sensitive information and materials. • Fluent level of the English language, written and spoken. • Knowledge of the work of the Irish Red Cross.
<p>Contract terms:</p>	<ul style="list-style-type: none"> • Grade: Administration & Development Level G2 • Salary Range €30,000 - €35,000 pro rata. • This is a Fixed Term Part Time position for a period of 9 months. • This role is located at the Irish Red Cross 16 Merrion Square Dublin 2. • The role is part time with a 17.5 hour working week, based on flexitime arrangements

To Apply:

Please forward your Curriculum Vitae and cover letter of application to phayden@redcross.ie

The closing date for submission of applications: Friday 8th October 2021.