



JOB DETAILS

Title:	Assistant Finance Officer-Migration Services
Duration:	Full time contract to 30 March 2024 with possibility of extension
Salary:	Circa €35,000 P/A
Reporting to:	Migration Finance Manager

BACKGROUND INFORMATION

The Irish Red Cross Society (IRC) is part of the world's largest independent humanitarian network, the International Red Cross and Red Crescent Movement. The IRC is committed to and bound by, its Fundamental Principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. The vision of the Irish Red Cross is to be a leading humanitarian organisation, providing impartial services and support to vulnerable communities both at home and abroad. Our mission is to identify and deliver humanitarian assistance to those who are most in need.

SUMMARY OF ROLE

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 primary purpose of this role is to assist the migration services finance office in supporting the Irish Red Cross Migration Programme, contributing to the overall work of the Irish Red Cross as a member of the Migration Services Department staff. This role covers responsibility for financial management of and reporting on Government funded programmes.

ROLE RESPONSIBILITIES

- Budget Management and Reconciliation Management of the Migration Services Programme.
- Data Management, analysis and preparation of routine, periodic and exceptional reports as required by management and stakeholders.
- Management of financial processing, validation, coding and monitor of invoices and payments for the Irish Red Cross Migration Services Department within agreed payment terms.
- Financial support for Migration Services including third party supplier management, price tendering, maintenance and recording of approved suppliers including the monitor of client rental payments and refunds file.



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- Implementation, development and maintenance of internal financial processes necessary to support both Migration Services and Head Office finance functions and assist with tasks related to audit and compliance requirements.
- Ensure compliance with required internal and external financial policies and procedures
- Financial processing and recording of Migration Services team expenses and payment requisitions.
- Oversight and reconciliation of petty cash.

ROLE REQUIREMENTS

Essential Criteria

- Third level qualification in Financial accounting
- Proven knowledge of management accounting and payroll
- 2 Years experience in a similar financial position
- Experience of managing multiple cost centres
- Excellent attention to detail
- Strong interpersonal and communications skills with the ability to interact in a professional capacity with a diverse range of management and stakeholders.
- Ability to work under pressure and meet set deadlines.
- Ability to work efficiently as part of a team as well as independently
- Proficiency in Microsoft Office and Excel
- Ability to maintain strict compliance protecting confidential, sensitive information and materials.
- Fluent levels of English, written and conversational.

Desirable Criteria

- Knowledge of the work of the Irish Red Cross.
- Experience of working with volunteers.
- Ability to speak additional languages e.g. Ukrainian or Russian would be an advantage.

FURTHER INFORMATION

The Irish Red Cross is an equal opportunities employer. We value diversity and aspire to reflect this in our workforce. We welcome applications for people from all sections of the community, irrespective of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community. This role requires applicants to have the right to work in Ireland. The role is a full time position based on a 35 hour working week, based on flexitime arrangements.

APPLICATION PROCESS

To apply for this contract, please forward a copy of your CV, together with a cover letter to:



Crois Dhearg na hÉireann
Irish Red Cross

chassett@redcross.ie

Your email should contain [Assistant Finance Officer-Migration Services](#) in the subject line.

Proposals should be in .pdf or MS Word format, and with file names in the following format:

<Surname>, <First name> - CV and <Surname>, <First name> - Cover Letter

The closing date for proposals is 4th October 2023

It is intended to hold initial interviews for this role on the week of the [10th October 2023](#)