

JOB DETAILS

Title: Finance Assistant – Migration Programme

Duration: Full time contract for one year

Salary: €35,000-€38,000¹

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 (RC/RC) 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.

Migration is a priority focus for the Red Cross and Red Crescent Movement internationally as well as for the IRC in Ireland. Ireland, along with other countries, has experienced considerably more inward migration in recent years from people in need of protection and, as a result, is challenged to respond with appropriate supports for all affected. The IRC has worked on migration for several years and is considered a key actor in responding to the humanitarian needs of refugees/ migrants seeking protection and a future in Ireland, with programming in the areas of resettlement and responding to the Ukraine crisis, among others.

SUMMARY OF ROLE

The primary purpose of this role is to support with for the Irish Red Cross Migration Programmes to accurately provide reports and analyses to various agencies.

ROLE RESPONSIBILITIES

Financial documentation

- Prepare supporting report documentation related to the IRC Migration Programmes.
- Ensure that all documentation is in line with organisational financial procedures
- Maintain accurate records of financial transactions on system (e.g. Soldo, iPlicit)

¹ This role is assigned to the Job Family of: Development & Administration. The Irish Red Cross has 6 Job Families: Secretary General; Senior Manager; Programme/Project Manager; Coordinator; Development & Admin; Administration.



Crois Dhearg na hÉireann **Irish Red Cross**

- Support colleagues, as needed, with ensuring financial documentation is compliant and is processed in a timely manner.
- Develop reports on financial transactions as requested by finance and migration team management.

Organisationally

- Work actively towards the achievement of the Irish Red Cross goals.
- Undertake training and development as required
- Abide by and uphold the Principles of the International Red Cross Red Crescent Movement.
- Undertake any other reasonable work-related duties and responsibilities assigned by the line manager that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- 2+ years of bookkeeping experience.
- Excellent attention to detail, well organised, reliable and methodical in their work.
- Strong interpersonal and communications skills with the ability to interact professionally with a diverse range of stakeholders.
- Ability to work efficiently as part of a team as well as independently.
- 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, information and materials.
- Fluent level of English language, written and spoken.

Desirable Criteria

- Knowledge of the work of the Irish Red Cross.
- Familiarity with iplicit and soldo finance systems

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:

jobs@redcross.ie

Your email should contain **Finance Administrator** 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 applications 6pm 2nd May 2025.

Shortlisting for interview will be on the basis of the essential and desirable criteria for this role. It is intended to hold initial interviews for this role on the week commencing 6th May 2025.