

JOB DETAILS

Title:	Finance Admin Receivables & Income
Duration:	Fixed term contract (12 months)
Salary:	€32,000 – €34,971 ¹
Reporting to:	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

Working as a key part of the Finance Team, the Finance Admin Receivables & Income role will manage the income transactions & records of the organisation working closely with other departments to ensure accurate & timely financial management. This is a full-time role, working 35 hours per week.

ROLE RESPONSIBILITIES

Receivables

- Setting up credit accounts – on both CRM & Finance system
- Updating credit accounts as required – on both CRM & Finance system
- Running bi-weekly invoice runs on the CRM system
- Raising ad-hoc sales invoices, coded appropriately & sending them to funders
- Dealing with incoming remittance advices

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



- Entering sales receipts from the bank accounts & the post, allocating as appropriate
- Distributing monthly statements to customers
- Dealing with both external & IRC volunteer customer enquiries
- Running weekly imports of sales transactions from CRM into the finance system
- Ensuring allocations are carried out correctly on the finance system
- Carrying out reconciliations between the CRM & finance system to ensure all transactions are accounted for
- Issuing refunds to customers as required
- Maintaining a nil balance on the cash sales account
- Collections – sending out reminders to unpaid customers
- Dealing with queries from staff

Income

- Dealing with the incoming post & preparing lodgements for the bank, ensuring the daily post sheet is correct
- Lodging weekly to the bank
- Downloading daily bank statements for the 2 main bank accounts, analysing all income on the cash receipts & providing relevant details to the fundraising department
- Downloading bi-weekly the Public Training bank statement
- Downloading monthly the smaller bank accounts statement, providing relevant details to fundraising
- Agreeing Area/Branch sumup income lodged in the month to the sumup reports & preparing requisitions for the relevant Areas/Branch refunds
- Checking & posting the daily Stripe & PayPal batches on the CRM system
- Importing all fundraising income into the finance system from the CRM

Other

- Bank reconciliation cover for periods of leave, training to be provided
- IRC are in the process of moving to a CRM, assist with the development & testing of same
- 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 relevant line manager that are consistent with the nature of the job and level of responsibility.

ROLE REQUIREMENTS

Essential Criteria

- 1-2 years of experience as a Finance Administrator, Finance Assistant or similar role
- Excellent attention to detail and ability to maintain accurate financial records.
- Effective communication and interpersonal skills for customer interactions and team collaboration.
- Problem-solving and analytical skills
- Proficient in Microsoft suite, especially with strong Microsoft Excel competency
- Hands-on experience with accounting software

Desirable Criteria

- Experience in the not-for-profit sector.
- Volunteer experience.

FURTHER INFORMATION

The Irish Red Cross offers the following benefits in addition to salary

- A 5% employers' contribution to a company contributory pension scheme
- Closure of the office on Good Friday, plus two additional 'privilege days' to be used at Easter and Christmas respectively.
- Death in Service benefit of four times salary
- Further education, training and learning supports
- Professional subscriptions (as applicable)

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.



Crois Dhearg na hÉireann
Irish Red Cross

APPLICATION PROCESS

To apply for this role, please forward a copy of your CV, together with a cover letter setting out how you meet the essential and desirable criteria for this role to:

jobs@redcross.ie

Your email should contain <Finance Admin Receivables & Income> in the subject line. Applications 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 is 6pm 25th April 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 1st May 2025

Please note that there may be a second round of interviews.