

## **JOB DETAILS**

Title:	Finance Admin - Payables
Duration:	12month fixed term contract
Salary:	€27,901 - €34,971 <sup>1</sup>
Reporting to:	Accounts Assistant

## **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.

## **ROLE RESPONSIBILITIES**

- Setting up & maintaining supplier accounts
- Verifying supplier bank details
- Reviewing & verifying incoming invoices & resolving any discrepancies
- Matching incoming invoices to purchase orders on the system in a timely manner
- Following up with relevant staff on any unmatched/incomplete purchase orders & requisitions
- Monthly creditor statement reconciliations

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<sup>1</sup> 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.



- Execute monthly supplier & expense payment runs
- Reviewing staff credit card expenses for completion & compliance with IRC policies
- Dealing with both external & IRC volunteer supplier enquiries
- Dealing with queries from staff
- 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

- 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.**

### **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](mailto:jobs@redcross.ie)

Your email should contain Finance Admin - Payables 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 on Monday 30<sup>th</sup> June 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 10<sup>th</sup> and 11<sup>th</sup> July 2025.