



## **Administration Assistant (Finance)**

The Rediscovery Centre is currently recruiting for an experienced and enthusiastic **Administration Assistant** to join our growing team.

### **The Rediscovery Centre**

The Rediscovery Centre is the national centre for the circular economy in Ireland, supporting the transition to a circular economy and advocating for a more resilient, equitable society in the face of climate breakdown.

The Rediscovery Centre is recognised as a creative movement connecting people, ideas and resources to enable circularity and mobilise the skills and expertise of artists, scientists, designers and craftsmen united in this common purpose. Sustainability is at the core of the Rediscovery Centre, which aims to break away from the traditional practice of wasting natural resources and instead demonstrate the opportunities of the circular economy.

For more information please see [www.rediscoverycentre.ie](http://www.rediscoverycentre.ie) A copy of our current strategic plan can be found [here](#)

### **About The Role**

The Rediscovery Centre is an environmental NGO and an award-winning social enterprise responsible for delivering a number of significant national education, training and citizen engagement programmes. Our work is underpinned by best practice, research, evidence and policy priorities.

Working with the Rediscovery Centre offers you the opportunity to work in a dynamic environment dedicated to addressing environmental and societal issues through adopting circular economy principles and practice.

The Administration Assistant role involves supporting our in-house project teams on various financial and administrative tasks related to these projects, ensuring compliance with funder and audit requirements.

Excellent interpersonal skills, a can-do attitude and team working skills are essential.

### **The Role**

Reporting to:	Martha Ward, Office Manager
Place of Work:	Rediscovery Centre, Boiler House, Ballymun, Dublin 9, D09 HK58
Hours of Work:	5 days per week (Occasional evening and weekend work required)
Contract:	12 months from start date

The successful applicant will provide financial administration and as such will :

- Develop and implement policies, procedures and guidelines essential for the efficient operation of the organisation in line with funder and legislative requirements and best practice, in conjunction with the CEO, Office Manager and other members of the executive team
- Monitor legislative developments and changes to ensure company policies and procedures are up to date and meet statutory and governance requirements



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- Maintain knowledge of funder requirements, regulations and legislation and ensure compliance with same
- Coordinate & schedule internal and external meetings
- Verbal, written and email communications on behalf of the Rediscovery Centre
- Assist with the preparation of financial returns and monthly project reconciliations
- Data entry and file management
- Attendance at meetings & minute taking
- Management of any ongoing and future procurement processes
- Undertaking other duties as may be reasonably required and which are consistent with the general level of responsibility of this job
- Other related tasks as the Rediscovery Centre may reasonably direct from time to time.

## **Role Requirements**

### **Essential:**

- A third-level qualification in a relevant discipline **OR** a minimum of 2 years' working experience in administration or finance
- Experience in financial administration, reporting and record-keeping
- Proficient in the use of IT and programmes including Microsoft Office (Word, Excel, PowerPoint), MS Project (desirable), Google (Docs, Sheets & Slides).

### **Desirable:**

- Knowledge of Irish legislative and regulatory requirements relating to finance or Exchequer funding
- Project management experience and ability to demonstrate skills development within a similar role
- Experience with accounting software and salesforce

### **Skills & Personal Attributes**

- Demonstrated team working skills with strong communication and interpersonal ability to work with colleagues and stakeholders at all levels of an organisation
- Capable of strategic, analytical and creative thinking
- Self-motivated, highly organised individual with ability to be flexible and meet multiple deadlines

## **Terms and conditions of employment**

*Note: This summary is supplied for information only and does not constitute contractual terms. This is a fixed-term full-time contract of service for 12 months, five days over seven, with a probationary period of 3 months. The contract is renewable, dependent on available funding.*

The role is based at the Rediscovery Centre in Ballymun, Dublin 9. Some work outside normal office hours and travel within the EU may be required from time to time.

The salary scale for the role is €28K-€35K. This position is subject to satisfactory references, evidence of permit to work in Ireland, Garda Vetting and foreign police clearance (if applicable).



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## **Note for Applicants**

Application in the form of a CV and cover letter illustrating how your skills and experience meet the requirements of the position should be emailed to [careers@rediscoverycentre.ie](mailto:careers@rediscoverycentre.ie) titled 'Admin Assistant (Finance)', for the attention of Martha Ward.

The cover letter should be a maximum of 1 page.

Based on the information contained in the CV and cover letter, the interview committee will select candidates for interview. Shortlisting and interview decisions will be based on the committee's assessment of candidates' qualifications, experience and skills in the area's highlighted above.

All applications will be treated in the strictest confidence. References will be sought for candidates who come under serious consideration for the post with the prior agreement of candidates.

The closing date for applications is 5pm on 21 September 2024. Interviews will take place during the week of the 7<sup>th</sup> of October.

**Funding for this role is administered partly through Pobal under its Community Climate Action Fund (Strand 2).**