



## **JOB DETAILS**

Title: Assistant Finance Administrator – Migration Programme

Duration: Full time contract for one year

Salary: €35,000-€38,000<sup>1</sup>

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 the responsible management of finances for the Irish Red Cross Migration Programme. The role will also provide administration support to the department.

## **ROLE RESPONSIBILITIES**

### *Financial documentation*

- Undertake financial processing, validation, coding and monitoring of inbound invoices and payments related to the IRC Migration Programmes.

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<sup>1</sup> 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

- Collect and process team expenses and payment requisitions, in preparation for the finance payment officers.
- Ensure that all documentation is in line with organisational financial procedures
- 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.

## *Administration*

- Support the migration team with general office administration activities.
- Support with the organising of events (internal or external) and meetings for the department
- Ensure that the office files and filing systems are working effectively and support the work of the wider team, and advise team members of same.

## *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**

- Experience in a financial/business administration role.
- Excellent attention to detail, well organised, reliable and methodical in their work.
- Strong interpersonal and communications skills with the ability to interact professional 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.
- 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:

[jobs@redcross.ie](mailto:jobs@redcross.ie)

Your email should contain Assistant 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 12 August 2024.

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 19 August 2024.. Please note that there may be a second round of interviews.

This position is funded by:



**Rialtas na hÉireann**  
**Government of Ireland**

And



Có-mhaoinithe ag an  
Aontas Eorpach

Co-funded by the  
European Union