



JOB DETAILS

Title: Assistant Finance/Administration – 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.

The Irish Red Cross 4AMIF44 Project namely 'Mental Health, English Language, Employment Skills and Family Reunification Program' funded under the EU Commission's Asylum, Migration and Integration Fund 2021 – 2027 and in accordance with Regulation (EU) 2021/1147 aims to contribute to the strengthening and further development of legal migration to EU Member States in accordance with economic and social needs supporting the effective integration and social inclusion of Third Country Nationals.

The project managed by the Fund's Administration Unit of the Department of Children, Equality, Disability, Integration and Youth commenced in March 2024 and ends in June 2027 and it targets all Third Country Nationals in Ireland -including but not limited to migrants, asylum seekers, beneficiaries of international protection (refugee status/subsidiary

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.



protection), persons eligible for or beneficiaries of temporary protection status, above 18 years old in accordance with the IRC's guiding principles and the horizontal equality and human rights principle under the Common Provisions Regulation.

SUMMARY OF ROLE

The primary purpose of this role is to support with the financial and administrative aspects of the Irish Red Cross 4AMIF44 Project in order to ensure that full verifiable audit trail is in place for all vouched expenditure.

ROLE RESPONSIBILITIES

Financial documentation

- Undertake financial processing, validation, coding and monitoring of inbound invoices and payments related to the IRC 4AMIF44 Project
- Ensure that all documentation is in line with organisational financial procedures and that effective audit trail is available to identify all project income and expenditure received and paid to the amount being claimed from the Department
- Organize, manage and make sure that all the supporting documentation that is required with the Project's financial reports is available and in order.
- Prepare procurement documentation as needed, and ensure relevant documentation confirming the procurement of services for the project is in line with AMIF/EU and national procurement requirements.
- Draft financial reports and statements on project expenditure against the project's budget on a quarterly basis including annual financial statements.
- Support project management staff with management verifications (i.e. desk-based verifications) in respect of payment claims made and on-the-spot verifications of operations.
- Support project management staff as needed, with ensuring financial documentation is compliant with donor requirements and is processed in a timely manner.

Administration/HR

- Support relevant project staff with general office administration activities as needed, including organising and managing relevant documentation for staff employed in 4AMIFF44 supported posts
- Support with the organising of events (internal or external) and meetings for the project when needed
- 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

- Demonstrated experience in a financial/business administration.
- 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

- Experience with EU Commission Grants and preferably AMIF
- Experience with and/or knowledge of EU procurement rules and Public Procurement Regulations and relevant procedures.
- Knowledge of the work of the Irish Red Cross.

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 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 2nd May 2025.



Rialtas na hÉireann
Government of Ireland



Có-mhainithe ag ar
Aontas Eorpach
Co-funded by the
European Union



Crois Dhearg na hÉireann
Irish Red Cross

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

The Irish Red Cross 4AMIF44 project is co-funded by the Government of Ireland and the European Union