

Job Title: Finance Technician Administrator

Location: 12 Parliament Street

Reports to: CEO

Type of Contract: Part-Time (2 days per week) Permanent

Probation: 6 Months

Salary (5-day basis): €28,988 - €41,930 full time equivalent plus 3 long service increments to a maximum of €45,812

Annual Leave: 24 days – pro rata

Company Leave Days: 3 days – pro rata

Pension: After 9 months service a matched contribution up to 6% of gross salary

Application Process

To apply, please submit:

- A current CV.
- A cover letter outlining:
 - why you are interested in the role; and
 - how your skills and experience equip you to undertake the role.

Please email your application to caroline@comhlamh.org by 5pm on **Wednesday, 12 August 2026**. Shortlisted candidates will be notified by **Friday, 14 August 2026** and invited to attend an interview on **Thursday, 20 August 2026**.

WHO WE ARE

Comhlámh, the Irish Association of Development Workers and Volunteers, supports solidarity-based engagement on the most pressing issues of our time. We are a membership organisation with 50 years' experience of supporting people and organisations to mobilise for global justice. All Comhlámh's work is underpinned by a commitment to Global Citizenship Education (GCE), which deepens understanding of the structural causes of inequality, unsustainability, as well as the connections between local and global challenges.

HOW WE WORK

Comhlámh believes that transformational change can emerge from providing spaces where people can work in solidarity, bringing attention to our shared humanity and interdependence in ways that can enable us to move towards a world beyond injustice. All areas of our work are connected, particularly with regards to deepening understanding of the structural causes of inequality, injustice, and unsustainability. Comhlámh prioritises working collaboratively as a team, actively seeking synergies both within our work and with the work of others.

Comhlámh as an organisation seeks to be the change it is trying to bring about. We work to bring our values of respect, integrity, solidarity, and ecological sustainability into all areas of our engagement. We commit to looking honestly at ourselves, our policies, and practices,

identifying where and how we need to change and then making those changes. We recognise this work is ongoing and needs to be a collective effort: we cannot achieve change alone, and we work closely with many individuals and organisations (nationally and internationally) whose goals are aligned around transformational change.

ABOUT THIS ROLE

The Finance Technician Administrator is responsible for the accurate processing and maintenance of all financial transactions within the organisation, ensuring high-quality financial data integrity and compliance with internal procedures. The role is focused on transactional finance processing and reconciled financial record-keeping. It forms part of a restructured operating model in which financial oversight, reporting, and higher-level financial functions are delivered externally.

KEY RESPONSIBILITIES

1. Financial Transaction Processing

- Process all financial transactions including invoices, expenses, petty cash, and supplier payments
- Record all income and expenditure in QuickBooks
- Process member payments and related financial transactions
- Maintain accurate coding and entry of all financial data across systems

2. Reconciliations & Financial Data Integrity

- Complete regular reconciliations (e.g. PayPal/Petty Cash etc)
- Maintain accuracy and completeness of all financial records
- Ensure all transactions are properly recorded and reconciled within agreed timelines
- Support monthly financial close through timely completion of processing tasks

3. Financial Records & Data Preparation

- Maintain structured, complete and accurate financial records
- Maintain member-related records in Salesforce
- Provide clean, reconciled financial data to the outsourced finance provider for reporting and oversight
- Support resolution of routine financial data queries
- Ensure financial records are maintained in a format suitable for external audit and year-end financial processes

4. Finance-Linked Administrative Support

- Provide administrative support strictly related to financial processing (e.g. payment records, financial filing, documentation)
- Support routine financial queries from staff or external stakeholders
- Ensure financial documentation is organised and accessible

Key Deliverables

- Accurate and timely processing of all financial transactions
- Fully reconciled financial records across all agreed systems
- Clean monthly financial data provided for outsourced reporting
- Complete and accurate financial records suitable for external audit and year-end financial processes
- Completion of monthly financial processing cycle within agreed deadlines

The Finance Technician Administrator will carry out such alternative duties as may be assigned by the Line Manager, following consultation, from time to time.

Personal Specification

1. Experience

Essential

- Demonstrable experience in finance administration, accounts processing, bookkeeping or a related role involving financial transactions and record-keeping
- Experience maintaining accurate financial records and handling confidential financial information
- Experience processing financial transactions, including invoices, expenses, payments and income
- Experience completing reconciliations and investigating discrepancies
- Experience using financial systems, spreadsheets or databases
- Experience working to deadlines and managing routine finance processes

Desirable

- Experience using QuickBooks or similar accounting software
- Experience maintaining records using CRM systems such as Salesforce
- Experience working within a charity, NGO, membership organisation or small team environment

2. Knowledge and Skills

Essential

- Strong attention to detail and accuracy with good numerical skills and ability to identify errors or inconsistencies
- Good working knowledge of Microsoft Office, including Excel
- Ability to communicate clearly and professionally with colleagues and external stakeholders
- Ability to work independently and manage priorities within agreed deadlines

Desirable

- Understanding of financial requirements within the not-for-profit sector

3. Personal qualities

Essential

- Integrity, reliability and commitment to maintaining accurate financial information
- Organised and methodical approach to work
- Ability to work collaboratively as part of a small team
- Calm and practical approach when resolving queries or issues
- Commitment to confidentiality and professional standards
- Commitment to Comhlámh's values of respect, solidarity, ecological sustainability and solidarity

Desirable

- Experience working in a values-led organisation
- Understanding of the importance of effective financial administration in supporting organisational impact

Comhlámh has an Equal Opportunities policy, and all employees are expected to develop an understanding of and commitment to equality and social justice. All staff are required to adhere to: Comhlámh's Child Safeguarding Policy and Code of Conduct and Comhlámh's values.