



Dublin 15 Community Broadcasting

Cooperative Society Ltd. T/A 92.5 Phoenix FM



#JOB-2434712



92.5FM, UNIT 333, Blanchardstown Ctr,

Blanchardstown, Dublin 15, D15 TY31



No of positions : 1



Paid Position



19.5 hours per week



14.22 Euro Hourly



20/02/2026



20/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : chairpersonphoenix@gmail.com



Open your camera app & point here to view this ad online



Administrator & Bookkeeper

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Book-keeping, invoicing, banking, monthly bank reconciliations for all bank accounts.

Preparing financial reports to funding agencies, in particular reporting for CSP grant.

Preparing accounts for annual audit and liaising with auditors to ensure completion on time.

Processing Payroll, preparing PRSI/PAYE returns, maintenance of payments and HR records.

Ensuring that Phoenix FM Financial Procedures are followed at all times.

Assisting the Station Manager with preparation of annual budgets, cash flow

projections and financial reports.

Supporting Sales to ensure administration of advertising sales revenue.

Office duties including filing, maintaining stationery supplies, answering phone calls, emailing, reception duties if required etc.

Undertaking other bookkeeping and administrative duties as directed by the Manager in pursuit of the objectives of the organization.

Maintaining a pledge of confidentiality regarding information held regarding the finance/personal data/business affairs of the company.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme) **OR** Maths
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Financial

- **Competency Skills:** Problem Solving, Teamwork