



Star Project Ballymun



#JOB-2445629



THE STAR PROJECT, Horizon Centre,
Balcurris Road, Dublin 11, D11 X2EP



No of positions : 1



Paid Position



35 hours per week



To be Confirmed



30/04/2026



22/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : katy@starballymun.ie



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



Financial Administrator

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

STAR Ballymun works with people who are using substances and their family members who wish to make positive life changes. We run a Drug and Alcohol programme, a Family Support Service and Easy Street Outreach Team.

Our funders for the service are the HSE, Ballymun Local Drug and Alcohol Task Force and Department of Social Protection.

We are looking to recruit a full time Financial Administrator.

The ideal candidate will need to have:

- Financial leadership skills
- Excellent accuracy and attention to detail
- Very organised and self motivated and be able to work independently as well as report to Management.
- Excellent communication skills
- A relevant accounting qualification eg ATI or qualified accountant.
- Experience and understanding of working in a community based setting/not for profit is advantageous
- Understanding of Sage and Bright Pay or similar is necessary

Main responsibilities are:

- To provide strategic financial input and guidance to the Managing Director and Board
- Manage financial administration
- Oversee governance, compliance and regulatory returns (eg Charities Regulator)
- Carry out payroll processes
- Work closely with the Manager and Board on a range of financial issues, returns, funding requirements

- Work to ensure compliance, accuracy and sound financial systems are in place and adhered to
- Take responsibility for all Revenue accounting and compliance
- Produce Financial reports to the Board meeting and go through the accounts answering any queries
- Book keeping and maintenance of financial records
- Work with staff to support their work re finances and budgets
- Responsibility for year to end accounts preparation and support for audit returns
- Produce financial reports for funders within their requirements
- Ensure effective cash flow management
- Oversee staff time records and monitor annual leave information
- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]