



RFD KITCHEN GALLERY LIMITED



#JOB-2447561



RFD Kitchen Gallery, Unit 2 Botley Lane,,
Portarlinton, Co. Offaly, R32 P288



No of positions : 1



Paid Position



20 hours per week



15.00-25.00 Euro Hourly



08/05/2026



05/06/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : KLeonard@RFDkitchengallery.ie



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



Part-Time Office & Finance 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

RFD Kitchen Gallery Ltd is seeking a professional and highly organised Part-Time Office and Finance Administrator to manage front-of-house operations and oversee financial administration within a growing bespoke kitchen and joinery manufacturing business based in Portarlinton.

This is a part-time, office-based position working Monday to Friday, 9:00am–1:00pm (20 hours per week), or similar.

The successful candidate will manage incoming calls and visitors while maintaining accurate bookkeeping records and supporting financial compliance.

Key Responsibilities:

Manage all incoming calls and front-of-house enquiries

Greet clients, suppliers and visitors professionally

Daily bookkeeping and invoice processing

Supplier payment preparation and tracking

Payroll administration support

Assist with VAT return preparation

Bank reconciliations

Weekly financial reporting support

Employee expense processing

Maintain organised digital and physical filing systems

Track employee holidays and absences

Requirements:

Minimum 3 years' administration experience

Bookkeeping experience essential

Knowledge of Irish VAT and payroll compliance

Strong organisational and communication skills

High level of discretion and confidentiality

Proficient in Microsoft 365 and accounting software

Experience in construction or manufacturing is desirable.

- **Sector:** manufacturing

Career Level

- Experienced [Non-Managerial]