



Company Details Confidential



#JOB-2467719



THE REDISCOVERY CENTRE LIMITED,  
Ballymun Road, Glasnevin, Dublin 9, D09  
HK58



No of positions : 1



Paid Position



35 hours per week



29726.00-46177.00 Euro Annually



07/09/2026



05/10/2026

## How to apply

### Application Method :

Not available



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to view this ad  
online



## Project Coordinator (Finance & Procurement focus)

### 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

The Rediscovery Centre leads a number of projects related to climate action and the circular economy, focusing on delivery of services in the community and across Ireland. The Project Coordinator role will work closely with our in-house teams to support the financial requirements of these projects, particularly obligations related to reporting, funder and audit requirements, as well as management of procurement and purchasing operations.

Excellent interpersonal skills, a can-do attitude and team working skills are essential.

As part of this role specific responsibilities will include, but are not limited to:

- Review & development of current financial policies & procedures, including training of same
- Preparation of detailed budgets for executive approval, related to funded projects and compliant with relevant circulars
- Coordination of monthly financial review meetings with project teams, including risk analyses and reconciliation of project spend to budget
- Management of the Rediscovery Centre's e-tenders profile, and coordination of ongoing and future procurement processes
- Monitor legislative developments and changes to ensure company policies and procedures are up to date and meet statutory and governance requirements.
- Develop and implement policies, procedures and guidelines essential for the efficient operation of the organisation in line with funder and legislative requirements and best practice, in conjunction with the CEO, Office Manager and other members of the executive team
- Align with other project coordinator staff across the organisation on best practise
- Coordinate with external third party organisations on accounting, audit and procurement processes
- Coordinate & schedule internal and external meetings
- Verbal, written and email communications on behalf of the Rediscovery Centre
- Data entry and file management
- Attendance at meetings & minute taking
- Undertaking other duties as may be reasonably required and which are consistent with the general level of responsibility of this role

Other related tasks as the Rediscovery Centre may reasonably direct from time to time

#### Role Requirements

##### Essential:

A third-level qualification in a relevant discipline such as Finance or Risk Management (Level 8+)

A minimum of 3 years' working experience in project coordination, with a specific focus on financial management

Experience working in the non-profit, climate action or humanitarian sector

Proficient in the use of IT and programmes including Microsoft Office (Word, Excel, PowerPoint), MS Project (desirable), Google (Docs, Sheets & Slides)

Experience in financial administration, reconciliation, reporting and record-keeping

Demonstrated knowledge of Irish legislative and regulatory requirements relating to finance or Exchequer funding

Previous experience of financial control; including funder reporting and compliance with public funding expenditure guidelines

Demonstrated ability to work with diverse project teams, remotely and as part of a team

- **Sector:** education

#### Career Level

- Experienced [Non-Managerial]