



ROSSINVER COMMUNITY DEVELOPMENT



COMPANY COMPANY LIMITED BY

GUARANTEE



#JOB-2471855



The New Ballagh Centre, Tullysheherry,

Rossinver, Co. Leitrim, F91 H2HY



No of positions : 1



Paid Position



19 hours per week



To be Confirmed



24/09/2026



22/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : manager@rcdc.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

19 hours per week | Pobal/CSP rates, pro rata

Rossinver Community Development CLG is a community-based charitable organisation operating New Ballagh Centre. We are seeking a capable, organised and approachable Financial Administrator to support our financial and administrative work.

We are looking for someone who is friendly, respectful, reliable and genuinely enjoys working with people. You will join a small, supportive team and be a welcoming, professional point of contact for colleagues, visitors, centre users, suppliers and members of the local community. A positive attitude, clear communication and a cooperative approach are important to us.

Key duties: Payroll, bookkeeping, invoices, payments, receipts, banking and reconciliations; maintaining accurate records; supporting accounts, budgets, funding returns, grant claims, audits and reporting; using financial and office software; and providing general administration and reception support.

Essential: Experience in payroll, bookkeeping, accounts or financial administration; good numerical, IT and organisational skills; accuracy, confidentiality and ability to meet deadlines; and a warm, helpful and professional manner.

Desirable: Thesaurus Payroll Manager, QuickBooks or similar; relevant qualifications; and community/voluntary sector experience. Training and support will be provided.

Apply: CV and cover letter to manager@rcdc.ie, subject "Financial Administrator Application". Please outline relevant experience and how you would contribute to our friendly, collaborative workplace.

Closing: 4.00 pm, Monday 12 October. Interviews before end of October. Equal-opportunities employer. Shortlisting may apply. Supported by Pobal through the Community Services Programme

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Languages:** English B2-Upper intermediate

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Financial, Interpersonal Skills
- **Competency Skills:** Collaboration, Flexibility, Problem Solving, Working on own Initiative
- **Specialising In:** thesaurus and quckbooks
- **Driving Licence:** Full: B