



# Friends of the Earth is hiring an Accounts and Administration Officer

*Closing date: 14 March 2021*

## About the organization

Friends of the Earth Ireland is a community at the heart of the growing movement here for a just world with zero pollution. We are part of the world's largest grassroots environmental network, which celebrates its 50<sup>th</sup> anniversary in 2021.

Our mission is to campaign and build movement power to bring about the system change we need for a just world where people and nature thrive. We are trying to change the world on a shoestring and in the face of opposition from powerful vested interests. So we need committed, energetic people on our team. We work collaboratively to advance the organization's mission, vision and values. And we look out for each other as best we can.

We are a small, nimble organization. This means there'll be plenty of opportunities to learn and develop new skills. It also means you'll need to be flexible and you'll be expected to get stuck in and do whatever tasks are required to ensure that work is completed on time and to the highest standards possible. No matter what your role is within the organization from time to time you'll need to answer phones, deal with routine office tasks and - whenever we get back to the office! - wash the dishes and put out the bins.

## About the role

The purpose of this role is to increase capacity in the Operations and Governance circle of the organisation and support one of our four organisational goals: "To ensure Friends of the Earth has the robust governance and effective management systems, and the appropriate financial resources, to maximise our impact and to cultivate a positive working environment."

Reporting to the Head of Finance and Operations, the Accounts and Administration Officer is responsible for the day-to-day accounting and administrative duties, including support to the CEO.

The post-holder will work closely with other colleagues and provide financial and administrative support as necessary.

## Responsibilities

<b>1</b>	<b>Finances</b>	<ul style="list-style-type: none"><li>• All day-to day accounting processing duties</li><li>• Management of the Accounts Payable and Accounts Receivable</li><li>• Management of the Credit card expenditure and expenses claims</li><li>• Support of the preparation of budget, forecast and reporting duties (internal, funders, audit)</li><li>• Support of the development and improvement of Financial systems</li></ul>
<b>2</b>	<b>Payroll</b>	<ul style="list-style-type: none"><li>• Accurate and efficient processing of monthly payroll in accordance with revenue, taxation and internal policy guidelines</li><li>• Dealing with pension and other voluntary and statutory deductions</li><li>• Processing adjustments to payroll</li></ul>

<b>3</b>	<b>General administration</b>	<ul style="list-style-type: none"> <li>• Support of the administrative, filing and general shared duties across the team, including data entry</li> <li>• Health and Safety</li> <li>• Garda vetting</li> </ul>
<b>4</b>	<b>Support to the Director</b>	<ul style="list-style-type: none"> <li>• Support for the Director to manage their calendar and correspondence.</li> <li>• Support for the Director to manage the administrative aspects of the preparation, follow-up and internal communications around meetings and decisions.</li> <li>• Support of the work of the Director in other ways, as agreed.</li> </ul>
<b>5</b>	Other Ad-Hoc duties as required	

## About you

### Essential skills or experience

- Minimum 3 years' experience in an accounting administration role, including payroll
- Well-developed understanding of basic book-keeping concepts, accounting principles, book keeping and ledgers
- Demonstrated relationship management skills and experience in working in a supportive manner
- Experience in using accounting software, prior experience of AccountsIQ would be an advantage.
- Strong working knowledge and proficiency in MS Office, particularly in Excel or equivalent applications
- Fluency in the English language

### Desirable skills or experience

- Professional or educational qualification in accountancy or current enrolment on professional qualification course
- Experience of Charities SORP accounting standards and practice
- Experience budgeting and reporting on grants
- Experience working with collaborative digital tools such as Salesforce, Slack, Wrike or similar
- Experience, knowledge or understanding of organisational policies and regulations such as GDPR, employment law, Health and Safety, etc.
- Experience working in Not For Profit organisation

### Personal attributes and competencies

- Commitment to the mission, vision and values of Friends of the Earth
- Ability to manage and prioritise own workload and that of the team, and work with flexibility, reliability, and particular initiative to meet deadlines.
- Excellent attention to detail, completes transactions accurately
- Excellent analytical, organisational, administrative and time management skills
- Excellent interpersonal, oral and written communication skills, abilities to communicate concisely and respond promptly to correspondence
- Systems focused with an eye on continued process improvement and process efficiencies necessary for growth.
- Ability to use initiative and think creatively

## Statement on Solidarity, Participation and Inclusion

A commitment to solidarity, participation and inclusion is one of the fundamental values of Friends of the Earth. We therefore endeavour to ensure that everyone, particularly marginalised and disadvantaged groups who might be affected by policy are considered and included in the conversation. We acknowledge our privilege as people working in an NGO and understand the fact that there may be barriers to participation. We strive to expand and diversify civic engagement, by creating spaces for everybody to participate and be included in activism and political change.

As part of this commitment to the values of solidarity, participation and inclusion we strongly encourage applications from those with identities under-represented in the environmental movement, for example: people of colour, LGBTQIA+ people, those seeking asylum or with refugee status, people with a disability, or people are who members of an ethnic minority.

### Terms and Conditions:

Conditions are according to Irish legislation including the legal ability to live and work in Ireland.

Friends of the Earth Ireland adheres to Irish law that prohibits discrimination on basis of age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin.

The working language is English, but applicants are not expected to be native speakers.

**Contract duration:** This is a fixed term contract for 12 months with possibility of extension subject to funding. There is a three-month probationary period.

**Hours per week:** This is a part-time post (17.5 hours per week).

**Location:** The position is based in our office in Mount Street Upper in Dublin 2, however, because of COVID-19 social distancing, the post will be remote to start.

**Annual Leave:** 25 days for a full-time employee, 5 days a year for every day you work per week over the year.

**Salary:** The post is on our Programme I payscale, with gross annual fulltime salaries from Step Two at €26,010 to Step 4 at €30,027. The starting salary will depend on experience and will be approved by the Board.

**To Apply:** Send your CV with a 1-page cover letter to [jobs@foe.ie](mailto:jobs@foe.ie) by 23.59 on March 14th 2021. We regret to inform you that we are not in a position to respond to all candidates and will only respond to shortlisted candidates.

*All documentation received by Friends of the Earth will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Friends of the Earth in the processing of job applications and for ongoing administrative purposes with job candidates.*