



Retail and Administration Assistant

- Location:** BirdWatch Ireland Head Office, Kilcoole, Co. Wicklow
- Reporting to:** Head of Finance and Administration
- Contract:** Six-month full-time fixed-term contract, hopefully leading to a permanent position following this trial period

Background:

BirdWatch Ireland is the largest independent conservation organisation in Ireland. Established in 1968 it currently has over 15,000 members and supporters, with an active nationwide network of over 30 branches. The primary objective of BirdWatch Ireland is the protection of wild birds and their habitats in Ireland. It is also a registered charity and a partner of BirdLife International, a partnership of over 100 bird conservation organisations across the globe.

Duties & Responsibilities:

- To assist with the smooth running and operation of the accounts and administration functions of BirdWatch Ireland; and
- To assist with the duties of the Finance and Administration Department of BirdWatch Ireland.

Specific Responsibilities include:

- Ensuring all prime books are kept up to date for BirdWatch Ireland and its shop;
- Reconcile creditors, debtors and bank and make appropriate adjustments;
- Processing weekly wages and raising of payments, checking for anomalies and explaining any key differences;
- Filing, both electronic and manual;
- Answering telephones on a range of queries;
- Assisting with the updating of membership records and recording financial transactions;
- Performance of any *ad hoc* duties, as required, to support the Office Manager and the Head of Finance and Administration; and
- Carrying out any duties which can be reasonably expected of general staff.

Experience:

The ideal candidate will be someone who has proven experience of accounting systems and enjoys working as part of a team. A knowledge of some of our computer systems in place would be desirable, namely Great Plains Dynamics, Sage Payroll and Excel. An interest in conservation is desirable, as is some knowledge of the charity/not-for-profit sector. References will be required.

Person Specification:

BirdWatch Ireland is seeking a suitably experienced person who is highly motivated and has the right mix of skills and attributes for this role, which offers an excellent career opportunity. The ideal candidate will be a self-motivated self-starter who is flexible, willing to learn and keen to be part of a team.

Key Skills required:

- A minimum of one year's experience in finance and administration work;
- A high proven level of inter-personal skills;
- Resilience and flexibility;
- Excellent verbal and written communication skills;
- Friendly and at ease in dealing with BirdWatch Ireland members and the general public.
- Good customer, interpersonal and organisational skills are key.
- Some drafting, e.g., emails /short reports will be required.
- An interest in finance and office administration is essential.

Qualifications:

Minimum Leaving Certificate. A professional qualification would be an advantage.

Remuneration:

€23,000 to €26,000 per annum (based on a 35-hour week), dependent on experience.

How to apply:

Complete the application form available on the BirdWatch Ireland website. Please do not send CVs. Applications should be sent by email to alambkin@birdwatchireland.ie (please put "Administration and Finance Assistant Application" in the subject line), or by post to:

Administration Dept.
BirdWatch Ireland
Unit 20, Block D
Bullford Business Campus
Kilcoole
Co Wicklow
A63 RW83

Closing date for applications:

17:00hrs, Friday 12th May 2023

Interviews will take place the following week, with a view to starting as soon as possible thereafter.

Any further queries regarding this post should be directed to:

Annette Lambkin, alambkin@birdwatchireland.ie