



## **JOB DESCRIPTION**

**Job Title: Administration and Finance Assistant**

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| <b>Division:</b>               | <b>Administration</b>                             |
| <b>Immediate Line Manager:</b> | <b>Office Manager</b>                             |
| <b>Location:</b>               | <b>BirdWatch Ireland HQ, Kilcoole, Co Wicklow</b> |
| <b>Vacancy Type:</b>           | <b>Full time</b>                                  |
| <b>Start Date:</b>             | <b>2<sup>nd</sup> of June 2026</b>                |
| <b>Hours:</b>                  | <b>35 hours per week</b>                          |
| <b>Salary:</b>                 | <b>€27,000 - €30,000 per annum</b>                |

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### **Background**

Established in 1968, BirdWatch Ireland is the largest independent conservation organisation in Ireland with 15,000 members and 25 active branches at county level. Our aim is the conservation of wild birds and their natural habitats and other biodiversity. Our mission, as set out in BirdWatch Ireland's Strategic Plan 2024-2030, is to be strong and influential leader for nature conservation in Ireland, one that takes actions based on the latest scientific data and supports and inspires people to get involved in environmental protection. We undertake bird surveys and monitoring, direct conservation action, engage in research and formulate and advocate policies related to the protection and management of birds and biodiversity. We also conduct important education work, manage nature reserves, and raise wider awareness of nature conservation in Ireland.

### **Description of Role**

BirdWatch Ireland is seeking an experienced Administration and Finance Assistant with excellent communication and interpersonal skills, accounting and customer service experience. A knowledge of our computer systems in place would be desirable, namely Microsoft Dynamics, Sage Micro Pay and Microsoft Office 365. A knowledge of birds and a background in the finance or charity sector would be advantageous.

**Duties & Responsibilities:**

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

**Specific Responsibilities Include:**

- Answering telephone calls and responding to emails on a range of queries
- Filing, both electronic and manual
- Assisting with the updating of membership records, donations and recording financial transactions
- Ensure all prime books are kept up to date for BirdWatch Ireland and its shop
- Processing of fortnightly wages using Sage Micro Pay and raising payments, checking for anomalies and explaining any key differences
- Raising sales invoices and processing staff expenses using Microsoft Dynamics
- Raising creditor/expenses payments on a monthly basis
- Performance of any ad hoc duties, as required, to support the Office Manager and Accounts Manager
- Providing cover for our retail business

**Experience:**

The ideal candidate will be someone who has proven administration and accounting experience and enjoys working as part of a team. A knowledge of Microsoft Dynamics, Sage Micro Pay and Microsoft Office 365 is desirable. An interest in conservation and knowledge of birds is advantageous, as is some knowledge of the charity sector.

**Person Specification:**

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

**Key Skills required:**

- A minimum of two years' experience in finance and administration
- Excellent office and administration skills
- Excellent interpersonal and organisational skills
- Excellent verbal and written communication skills
- Experience in finance processes
- Computer-literate
- Skilled in Microsoft Office 365
- Outstanding customer care skills

**Desirable:**

- Experience of the charity sector
- A knowledge of birds and an interest in conservation
- Administration experience
- Familiarity with Sage Micro Pay
- Familiarity with Microsoft Dynamics GP
- First Aid Certificate

**Application Procedure:**

Application Forms are available on the BirdWatch Ireland website. Completed application forms should be emailed to [lbarry@birdwatchireland.ie](mailto:lbarry@birdwatchireland.ie) by 17:00 on Friday the 24<sup>th</sup> of April.

Interviews are likely to be held on the 5<sup>th</sup> of May 2026.