

## Finance & Administration Officer

### Role Purpose

ILDN is a small and growing team, providing key supports and co-ordination to the network of 49 companies which make up the Irish Local Development Network. The role of the Finance & Admin Officer is to work as part of an effective team, ensuring strong financial management, planning and reporting of the finance function of ILDN, in addition to contributing to the co-ordination and administrative supports of the network. This will be done within the context of an individual workplan, which in turn forms part of ILDN's annual workplan.

### Qualifications

The Finance & Admin Officer will ideally have a relevant financial (e.g., IATA) qualification and / or minimum of 3 years' experience in finance/administration.

### Job Description

For further information on the person specification and the duties associated with the role please download the detailed job description from our website [www.ildn.ie/jobs](http://www.ildn.ie/jobs)

### Application Process

Application by CV and cover letter, drawing specific attention to the required skills, competencies and experience to [carol@ildn.ie](mailto:carol@ildn.ie)

**Closing Date:** Wednesday November 30<sup>th</sup>, 2022, 5pm

<b>Title</b>	<b>Finance &amp; Admin Officer</b>
<b>Status</b>	<b>Two-Year Fixed Term Contract</b>
<b>Location</b>	<b>Galway</b>
<b>Reporting to</b>	<b>CEO</b>
<b>Salary</b>	<b>Admin Salary Scale, DOE</b>
<b>Hours of Work</b>	<b>35 Hours per week, full-time</b>