

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

Application Process

Application by CV and cover letter, drawing specific attention to the required skills, competencies and experience to carol@ildn.ie

Closing Date: Tuesday 03rd of January 2023, 5pm

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