

The Melting Pot

invites applications for the following position



The Melting Pot, Castle Court
Castle Street, Roscommon
Charity Number: 20100124
TEL: 090 6630099

Office Administrator (Part Time)

based in the Melting Pot Centre - a Community Services Programme based in Roscommon Town

**The Melting Pot Community Society Ltd are funded by the
Department of Rural and Community Development administered by Pobal**

The Melting Pot Centre consists of a coffee shop with internet access, and a retail outlet for secondhand clothes and other goods. We recently expanded our facilities to include a meal delivery program called Dinner4U, covering Roscommon town and surrounding areas. We also operate a Community Space to increase recovery opportunities for service users while promoting social inclusion and reducing stigma.

Office Administrator – Part Time 19.5hrs per week

Essential Criteria

- Minimum of 1 years' experience of office administration including bookkeeping, financial returns, payroll and computerised accounts
- Excellent IT skills including Sage, MicrOpay, MS Office and Excel
- Experience of budgeting and financial record keeping
- Experience of preparing financial reports
- Driving license is desirable but not essential
- Flexibility for additional paid hours when business needs dictate

How to Apply: Please download full Job Description from www.rosleaderpartnership.ie **before** submitting application. Note the CSP eligibility requirements in Job Description. Please submit a letter of application detailing how you meet the requirements along with your full CV, to: teammeltingpot061@gmail.com or by post to: FAO the Chairperson, Melting Pot, Castle Court, Castle Street, Roscommon.

Closing date for receipt of applications is 5 pm, Friday 30th June 2023

One Year Fixed Term Contract with possible extension.

All roles are subject to funding continuation.

Satisfactory references and Garda vetting will be required.

Short listing will apply. A panel may be formed from which future vacancies may be filled.

The Melting Pot Community Society Ltd is an Equal Opportunities Employer.



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development