



County Wicklow Partnership

Employment Opportunity

Head of Finance & Administration (Part-time)

County Wicklow Community Partnership CLG is a Local Development Company that delivers a range of social inclusion, enterprise, employment and community development programmes for individuals and communities in County Wicklow.

The Head of Finance & Administration will ensure effective strategic and operational decision making processes within the company. The person appointed will oversee the day to day operations of the financial and administration functions of County Wicklow Partnership.

S/he will ensure CWP complies with all statutory and external requirements and regulations, and that IT and HR processes support the effective running of the company.

The Head of Finance & Administration will be the key player in creating and maintaining CWP's healthy financial & administrative systems. This position is a part time role at 3 days per week. (Minimum of 21hrs).

The successful candidate will have:

- Minimum of 3 years' experience of office management/administration systems.
- Excellent IT skills, particularly in Excel.
- Proven ability to produce budget plans and reports.
- Experience in staff supervision.
- Demonstrated ability to work as part of a team.
- Professional qualification in relevant area.
- Advanced report writing skills.
- Strong attention to detail.

A qualified Accountant (ACA/ACCA/CPA) with a minimum of 3 years post-qualification experience and prior experience within charity/public sector is desirable but not essential.

Applications by CV and cover letter marked 'Head of Finance & Administration' to:

E Forde, 'Recruitment' County Wicklow Community Partnership CLG, 3RD Floor, Avoca River House, Arklow, Co. Wicklow. For a full job description please email: eforde@wicklowpartnership.ie. Closing date for receipt of applications is 12 Noon, Tuesday, 5th June 2018.

Canvassing in any form will disqualify
County Wicklow Partnership is an equal opportunities employer

