

Sustainable Water Network (SWAN) Finance and Office Administrator Job Description

Salary: €32,000 – €36,000 Fulltime equivalent (Point on scale will depend on experience). Number of hours flexible but between 21 and 24.5 hours per week, paid pro rata.

Location: Hybrid-working, with 2 to 3 days per month in the office (Dublin 2) and attendance to in-person meetings and other events as required

Contract type: This is a fixed-term contract until the end of 2027 with a view to extend subject to funding. There will be a probation period of four months.

ABOUT SWAN

Ireland's rivers, lakes and coastal waters provide an invaluable network of resources. They support urban and rural communities and contain rich and varied habitats and a wealth of biodiversity. However, these special places are under threat from a range of human activities and the Sustainable Water Network (SWAN) is committed to their protection.

SWAN is an umbrella network of 25 of Ireland's leading national and local environmental non-governmental organisations (eNGOs) working together to protect and enhance the quality of Ireland's waters and to secure ecologically sustainable water management in Ireland.

We do this through policy research and development; facilitating participation of our members in implementation of water-related policy and legislation; communications, campaigns and advocacy; and supporting this work with strong governance, administration and financial management.

THE ROLE

This role presents the opportunity to join a positive, flexible organisation and to contribute to a healthy environment for nature and people. Reporting to the COO, the role of the Finance and Office Administrator is to ensure the smooth day-to-day operations and administration functions of SWAN. This is a fantastic opportunity for a highly organised and detail-oriented individual to take on a varied role that combines administration, bookkeeping, events coordination and support of the COO in their governance responsibilities.

RESPONSIBILITIES

FINANCE AND ACCOUNTING

In compliance with SWAN's financial procedures, Revenue requirements, and funding terms:

- Manage accounts payable and receivable:
 - Maintain accurate financial records using accounting software (e.g. Sage, QuickBooks or similar)
 - Process new payees and payments via online banking for authorisation
 - Ensure all financial documentation is filed in line with SWAN's filing system and that effective audit trail is available
- Reconcile bank accounts and petty cash on a monthly basis
- Process and submit payroll and associated returns (PAYE, PRSI, pensions) and assist with PRSA's setup and updates
- Maintain the Fixed Assets register
- Assisting with financial reports for management, funders and the Board
- Assist with budget preparation and monitoring
- Assist with audits

ADMINISTRATION

- Be the Health and Safety Officer
- Provide general administrative support to the team, in particular but not limited to:

Office Management

- Handle general correspondence and enquiries (email, phone, post)
- Manage office supplies and liaise with service providers
- Maintain and update internal databases, files, and records, ensuring that filing systems are working effectively and support the work of the wider team and advise team members of same while complying with GDPR.
- Organise meetings, take minutes, and follow up on action items
- Support the team with IT troubleshooting, be the admin contact for IT platforms (e.g. Microsoft 365)

Operations and Governance

- Coordinate the logistics of event organisation (internal or external) and meetings for staff, board and members
- Monitor renewal of subscriptions, liaising with the team to confirm relevance and needs
- Assist the COO in implementing and maintaining operational policies and procedures and ICT systems, and provide training to the team for same
- Assist the COO in complying with the requirements of all relevant statutory bodies and with governance in general

OTHER

- Work as part of the SWAN team and comply with all internal policies and procedures
- Contribute to Workplans, Planning Sessions and Progress Reports
- Undertake training and development as required
- Undertake any other reasonable work-related duties and responsibilities assigned by the SWAN Management Team and/or the Board that are consistent with the nature of the job and level of responsibility.

PERSON SPECIFICATIONS

ESSENTIAL

- Demonstrated experience in financial/business administration.
- Proficiency with accounting and payroll software (Sage Online Accounting and BrightPay preferable)
- Proficiency with IT systems and platforms such as Microsoft 365, Slack, Project Management Tools
- Excellent attention to detail and accuracy, reliable and methodical in their work
- Strong interpersonal and communications skills with the ability to interact professionally with a diverse range of stakeholders
- Excellent organisational, time management and prioritisation skills
- Ability to work efficiently as part of a team as well as independently
- Ability to handle confidential information with discretion
- Fluent level of English language, written and spoken
- Commitment to the work and aims of SWAN

DESIRABLE

- Experience of working in the not for profit/NGO/environmental NGO sector
- Previous experience working in a membership organisation
- Understanding of water issues and challenges facing Ireland
- Familiarity with Revenue Online Service (ROS) and Charities Regulator reporting
- Experience preparing financial reports for grant-funded organisations

THE BENEFITS OF WORKING FOR SWAN

This role presents the opportunity to join a positive, flexible organisation which offers a healthy work-life balance and the opportunity to contribute to a healthy environment for nature and people.

You will be part of a small, growing team which understands the importance of collaboration, a collegial work atmosphere, and good team spirit.

SWAN offers the following benefits:

- a matching contribution up to 5% towards pension, from the first day of employment
- 25 days paid annual leave (pro-rata for part-time employees), as well as Good Friday
- 10 paid sick days per calendar year
- Flexitime and time-off in lieu
- Bike to Work and Tax savers schemes
- Ongoing support and training

A typical day in this role might involve:

- Processing monthly payroll and payments
- Coordinating logistics for a SWAN workshop – dealing with the venue and liaising with attendees and speakers on their accommodation and other needs
- Monitoring the info@ email inbox, answering queries and sharing with or forwarding to colleagues as relevant, as well as dealing with phone calls
- Monitoring the accounts@ email inbox, answering queries and processing accounting documents (invoices, payment remittances, etc)
- Preparing a financial report for the CEO and funder
- Supporting the COO with a review and update of internal policies
- Writing up minutes from the last board meeting and following up on actions

APPLICATION FOR THE ROLE

To apply for this role, please email your CV and a cover letter (1-page max) in an editable format, outlining your suitability and motivation for the role, to jobs@swanireland.ie by **Sunday 8th June COB**. Please include the role title in the subject of your email.

We aim to have the interviews in the week starting 30th of June.

We regret to inform you that we may not be in a position to respond to all candidates and can only guarantee a response to shortlisted candidates.

Conditions are according to Irish legislation including the legal ability to live and work in Ireland. SWAN adheres to Irish law that prohibits discrimination on basis of age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin.

The working language is English, but applicants are not expected to be native speakers.

All documentation received by SWAN will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by SWAN in the processing of job applications and for ongoing administrative purposes with job candidates.