

Accounts & Administration Assistant Job Summary

Job Title: Accounts & Administration Assistant

Reporting To: Head of Finance & Transformation

Location: The location is shared between 65 Eccles St. Dublin 7 and 556-557 South circular Rd, Dublin 8 with occasional visits to our centre in Herbert Avenue.

Hybrid working arrangement will be in place for this role

Contracted Hours: 35 hours per week excluding breaks: Monday-Friday (9 – 5)

Closing date for applications: 12 noon, 21st November 2025

ARC Cancer Support Centres (ARC) is recruiting a Full-Time Accounts & Administration Assistant. The Accounts & Administration Assistant will provide essential bookkeeping and administrative support to the Head of Finance & Transformation by maintaining accurate financial records, processing transactions, and assisting with reporting and compliance.

Additionally, this role will support the Operations and Administration areas of the organisation with a diverse range of activities during this exciting time of change and development.

Duties include maintaining accurate financial records using accounting software (Sage), processing accounts payable and income transactions, reconciling banking and balance sheet accounts, assisting with funder returns and payroll preparation, carrying out month-end and year-end close processes, preparing financial reports for management, liaising with suppliers, services colleagues and funders regarding invoices and payments and maintaining filing systems for financial documentation. Any other activities associated with the administrative running of ARC.

Additionally, duties will include supporting fundraising department with income recognition and data imports, support the operations department with IT, Compliance, and Health & Safety activities, supporting line manager in the identification, mapping and improvement of key organisational processes and participating in small projects as the organisation evolves and develops (e.g. finding ways to automate financial processes).

There will be some flexibility to work both onsite and remotely. The balance between onsite and remote work will be determined based on organisational needs at any given time.

This role works directly with ARC executive functions by supporting them in delivering on ARC's vision, mission and values. The post is supported by the Head of Finance & Transformation and works alongside wider teams of services, and fundraising.



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About ARC

ARC is a community cancer support centre. We have three Centres across Dublin. Our mission is to provide psychological, emotional, practical, and educational support to people with cancer and those who care for them, through a warm, welcoming and client centred approach and to ensure that everyone in Ireland is aware of, and able to access these services.

Our Centres are a haven from the outside world, offering free-of-charge support to men, women and children affected by cancer and those who care for them. We offer a range of supports including information service by phone, e-mail and drop in, counselling, complementary therapies, survivorship courses, support groups, wellness classes and talks.

Recruitment Process

Application is by cover letter/e-mail and CV outlining how you meet our required experience, qualification and skills, competencies and knowledge. Please refer to **Job Description** for more information.

Please e-mail Head of Finance & Transformation, Paul Switzer: paul@arccancersupport.ie with Accounts & Administration Assistant in the Subject Line.

Interviews will take place a minimum of two weeks from date of closure.

ARC will complete reference checks on suitable applicants prior to official confirmation.

ARC is an equal opportunities employer and encourages and welcomes applications from all suitable candidates.

Benefits

Sick pay and Group Illness Benefit
Employer Pension Contribution
24 days annual leave plus two company days
Tax Saver Travel
Bike to Work Scheme