

Finance & Administration Assistant (PT) Job Description

Position title:	Part time Finance and Administration Assistant
Purpose of job:	To assist the Finance Department in the preparation of finance information and providing administration support for the IFI
Reporting to:	IFI Deputy Director/ Director of Finance
Key Relationships:	IFI Director HR Manager Finance Officers

Key Tasks and Responsibilities include:

- Monitoring and collating monthly financial information for review and reporting of exception and trends.
- Undertaking regular internal audit activities ensuring controls are working as expected.
- Liaising with the HR Manager to provide HR administration support and ensuring compliance with statutory requirements as directed.
- Provide cover for financial duties as required.
- Provide administration support for IFI Director by communicating with IFI Board and Council as directed co-ordinating meeting arrangements and preparation of minutes
- Arranging travel and accommodation for staff and cinema guests.
- Contributing as required to ensure various IFI projects and events are undertaken to a high standard.
- Providing reception cover as required.
- Any other finance or administration duty that may arise
- Any other appropriate duty that might arise

Key Requirements/ attributes:

- Minimum of 2 years relevant finance and administration experience.
- Excellent organisational skills and attention for detail.
- Ability to work independently and proactively
- Excellent communication skills both written and verbal.
- Strong IT and computer literacy skills
- A professional workplace demeanour and attitude
- Be a keen and enthusiastic participant in projects and meetings.
- Ability to work to deadline
- Be able to demonstrate flexibility.

This is a part-time role, comprising three days a week. If you are interested please forward your CV and cover letter by email only to agray@irishfilm.ie by 5pm on Monday 28th August 2017. Please put Finance and Administration Assistant in the subject line. Interviews are expected to take place the week ended the 8th September and shortlisted candidates should be available that week.

