



Administrative Assistant

Job Description

Position	Administrative Assistant
Reports to	Operations and Finance Manager
Location/ Travel	Axis Centre, Main Street, Ballymun, Dublin 9.
Hours & Contract duration	<ul style="list-style-type: none">● Part-time, 15 hours per week, within a normal working week.● Based in the GAP offices in Ballymun.● Monday - Friday. Flexible hours.● One-year contract, renewable subject to funding.
Salary Band and Benefits	<ul style="list-style-type: none">● Salary Band: €31,200 full-time, calculated pro-rata. (This works out at €12,480 on the basis of a 15-hour week)● Cycle to work scheme● Flexible working arrangements● 25 days holidays p.a., calculated pro-rata● Employee Assistance Programme <p>We are a family friendly employer and where relevant we tailor the role to support family needs.</p>
Role Purpose	<p>Global Action Plan aspires to be the leading organisation charity for environmental behaviour change in Ireland. Our programmes aim to inspire and support people to live more sustainable lifestyles, by offering practical yet creative solutions that mobilise people to take action.</p> <p>As part of our growth and continuous improvement, we are seeking a motivated and detail-oriented Administrative Assistant to join our team. This role will play a vital part in ensuring the smooth operation of our office and supporting various financial and administrative functions.</p>

Job Overview	<p>As an Administrative Assistant, you will work closely with the Operations and Finance Manager and Development Manager to ensure the smooth running of our office in Ballymun, and supporting our charity's daily operations.</p> <p>This role involves a range of administrative tasks with opportunities to assist with financial processes and programme coordination. The role is ideal for someone with strong organisational skills, attention to detail, and a proactive</p>
---------------------	---

	<p>attitude, who is eager to develop their skills in a supportive environment. Full training will be given in all aspects of the role.</p> <p>This position is offered as a 6-month contract initially, with the potential for extension based on performance and business needs.</p>
--	---

<p>Key Responsibilities</p>	<p>1. Administrative Support:</p> <ul style="list-style-type: none"> ● Manage day-to-day administrative tasks, including answering calls, responding to emails and handling correspondence. ● Maintain and update office records, databases and filing systems, ensuring documents are accurately labeled, stored and easily accessible. ● Handle incoming and outgoing post. <p>2. Office Management:</p> <ul style="list-style-type: none"> ● Monitor and order office supplies, ensuring the office operates smoothly. ● Liaise with external suppliers and contractors as needed. ● Support the Operations and Finance Manager in organising office functions and maintaining operational efficiency. <p>3. Programme Coordination Support:</p> <ul style="list-style-type: none"> ● Update and maintain project expenditure trackers. ● Assist staff with programme coordination tasks as needed. ● Collaborate with different teams to ensure effective communication and coordination of activities. <p>4. Financial Administration:</p> <ul style="list-style-type: none"> ● Assist the Operations and Finance Manager in day-to-day financial tasks, such as processing invoices, payments and expense claims. ● Assist in maintaining accurate financial records and files. ● Collaborate with the Operations and Finance Manager to ensure timely and accurate monthly financial reporting and adhoc reports. ● Help generate sales invoices, record receipts and chase outstanding invoices. ● Support monthly bank reconciliations and tracking project expenditures. <p>5. Payroll Administration:</p> <ul style="list-style-type: none"> ● Ensure timesheets are completed and project allocation is assigned. ● Support the Operations and Finance Manager in all aspects of payroll processing and reports using Collsoft Payroll Software. ● Assist in the filing of month-end returns, using ROS and other relevant platforms. ● Assist in ensuring compliance with relevant employment regulations and company policies.
------------------------------------	---

--	--

Qualifications and Skills	Essential: <ul style="list-style-type: none">● Strong organisational and time management skills, with the ability to prioritise tasks.● Excellent written and verbal communication skills.● Proficiency in word processing and spreadsheet software packages.● Basic understanding of financial administration, including invoicing and record-keeping.● A proactive and flexible attitude, with a willingness to take on a variety of tasks.● Attention to detail and a high level of accuracy.● A commitment to the values and mission of the charity. Desirable: <ul style="list-style-type: none">● Experience working in an administrative or accounts role, ideally in the charity or nonprofit sector.● Knowledge of bookkeeping software (e.g., QuickBooks) and payroll processes.
----------------------------------	---

We at Global Action Plan value our staff and offer a competitive package, plus a flexible and supportive work environment where your skills and contributions will be valued. The salary range for this position is at Officer Level, at €31,200 per annum, pro rata, for 15 hours per week.

If you are looking for an opportunity to make a difference and grow professionally, we encourage you to apply.

To apply for this position, please submit your updated CV and a cover letter detailing your interest and qualifications to info@globalactionplan.ie.

GAP is committed to fostering an inclusive and collaborative work environment that values all identities, perspectives and experiences. We welcome applications from people from all backgrounds and experiences.