



Office and Finance Coordinator

Introduction

Turas is a not-for-profit community addiction service based in Dundalk, Co. Louth. We work with people from across the North East on their journey from addiction to recovery. Through motivational work, harm reduction, one-to-one counselling and group therapy and more we support clients to deepen their recovery and forge new lives for themselves. Our aim is to create a warm, trustful and non-judgemental environment where people can feel safe, understood and listened to.

Our values:

Acceptance – we understand the unique challenges and experiences of each individual

Compassion – we provide a welcoming, compassionate and trusting environment

Dignity –we respect and support people to develop their own potential

We are seeking a highly organised and detail-oriented **Office and Finance Coordinator** to support the core running of Turas. This is a crucial role that ensures the smooth daily operation of our office, manages all day-to-day book-keeping, payroll and maintains our key data systems. You will provide essential support to the Manager and the Board by handling administrative tasks, while also keeping our financial records and data up to date.

Salary: €33528.56 per annum

Reporting to: Turas Manager

Location: Clanbrassil Street, Dundalk

Contract type: Permanent (subject to funding) with 6 months probationary period

Hours: 35 per week with 1 day from home

Key Responsibilities

Financial Coordination

- Manage all day-to-day accounts, including processing invoices, logging expenses, and tracking income.
- Perform regular bank reconciliations and manage petty cash.
- Assist the Manager of Turas with financial reporting by inputting figures into spreadsheets and maintaining accurate records for budget oversight.
- Develop bi-monthly management accounts.
- Process and manage wage journals to ensure accurate payroll records biweekly.
- Oversee and reconcile petty cash.

Office and Governance Support

- Manage general office operations, including ordering stationery, managing supplies (like tea and coffee), and overseeing the room booking rota.
- Maintain and update all governance documents, ensuring they are accessible and current.
- Serve as the main point of contact for board and all office-related inquiries from staff and external partners.
- Record and prepare minutes for Board meetings.
- Any other duties as required.

Data Management

- Manage and update the organisation's CRM (Customer Relationship Management) system.
- Ensure the accuracy and integrity of all data entered into the system.
- Generate simple reports to provide insights for key stakeholders as needed.
- Maintain confidential records, including staff sick leave and annual leave.

Fundraising & Income Coordination

- Support the identification, application, and coordination of grant opportunities to sustain and grow the project.

- Assist with maintaining records of different income streams and ensuring transparency in reporting.
- Contribute to organising, promoting, and delivering fundraising events, including supporting logistics and communications.
- Help with the secure collection and counting of funds raised through events and community initiatives.
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- Work with the management team to track fundraising outcomes and align them with the project's sustainability goals.

Essential Requirements

- Previous experience in preparing and maintaining accounts, including compiling management accounts.
- Ideally proficiency in excel for accounting or Sage for payroll but must be confident in at least one of these.
- Proficiency in a CRM system, specifically Salesforce, and experience with eCASS (electronic Collaborative Addiction Services Solution) is required.
- Leaving Certificate standard or equivalent.
- Demonstrated ability to work effectively in a busy office environment and manage multiple tasks and priorities.

Skills and Competencies

- Demonstrate strong planning and organisational skills, including effective use of computer technology such as excel.
- Demonstrate strong problem-solving skills and initiative, including the ability to adapt to change.
- Demonstrate excellent communication and interpersonal skills, both written and verbal.
- Demonstrate a commitment to a high standard of work, with strong attention to detail and accuracy.
- Demonstrate the ability to work effectively within a team setting and provide administrative support to senior staff and the Board.

- An ability to work in a busy office environment, including multi-tasking and moving between different work streams.

Desirable

- Experience working in the community or non-profit sector.

Application process:

Please send CV and cover letter to Nicki Jordan nicki.jordan@turascounselling.ie by May 18th 12pm by way of CV and cover letter outlining your suitability for the role.

Please clearly mark your email with the job title. We would hope to hold interviews shortly after the closing date.

Informal queries by telephone on 042 9338221