



Administrative Assistant

Duration – 2 years, 6 months' probation

Hours – Full-Time 35 hours per week (ICCL may consider flexible working arrangement for suitable candidates)

Salary – €30,000

Place of Work – First Floor, Castleriver House, 14/15 Parliament Street, Dublin 2, Ireland

ICCL is the foremost civil liberties organisation in Ireland with a long and successful track record of defending human rights and civil liberties, including at times when the political climate was hostile to their protection. Fully independent of government and fearless in our advocacy for human rights, we have been at the forefront of all the key human rights debates in Irish society, making a significant impact on law, policy and public opinion.

We are looking for a highly organised Administrative Assistant to work closely with ICCL's Office and Operations Manager. The successful candidate's primary responsibilities will include office maintenance, financial record-keeping, and providing administrative support. This position offers an excellent opportunity to contribute to the success of our not-for-profit organisation and make a meaningful impact on our mission.

The Administrative Assistant will have the following responsibilities:

Administration & Organisational Support

- Assist in the administration and maintenance of a ICCL's filing system.
- Provide administrative support for routine meetings and events.
- Coordinate with colleagues to draft and respond to queries received from the public and stakeholders.
- Maintenance of ICCL's Customer Relationship Management (CRM) system, Content Management System (CMS) and other databases
- Drafting of correspondence on behalf of the Executive Director
- Logistical support for Executive Director (travel, diary management)
- Research and gather quotes for services that ICCL may require

Financial Administration/Bookkeeping

- Assist the with the financial management of ICCL by processing financial transactions, invoices, memberships fees, and donations.
- Collate and file invoices, receipts, and other records for monthly Management Accounts.
- Support the annual auditing process by providing necessary documentation and information.
- Enter data on ICCL's accounting software and assist with creation of financial reports.
- Prepare invoices, purchase orders, and financial reports as required.

Office Maintenance and Upkeep

- Coordinate incoming and outgoing post, and deliveries.
- Manage the storage of physical files, reports and other documents in the office.
- Managing office inventory and ensuring office supplies are in stock.
- Assist with the management of ICCL equipment and IT resources.
- Monitor office cleanliness and maintenance; schedule service providers (office cleaning, repair /tradespeople) as required.

The ICCL is a flexible organisation; the duties of this post may be subject to adjustment from time to time and the post holder will be expected to carry out any other reasonable tasks required of him/her in furtherance of ICCL's wider objectives.

What we are looking for

Essential Requirements:

- Strong organisational and time management skills
- Strong written and verbal communication skills
- Attention to detail and accuracy.
- Experience with bookkeeping and records management.
- Experience using Customer Relationship Management (CRM) systems, Content Management Systems (CMS) and other databases.
- Capacity to integrate effectively into a small high-performance staff team and work independently in the absence of close supervision.
- Proven IT skills, notably ability to quickly adapt to new IT systems and troubleshoot basic IT problems.

Desirable:

- Qualification in accountancy, business administration or bookkeeping
- Experience using low-code/no-code platforms.
- A good familiarity with the legislation in the areas of employment, equality and diversity and data protection
- Passion for the mission and values of ICCL

Application Process:

Please submit (i) an up-to-date CV, and (ii) a cover letter in .pdf format to info@iccl.ie by close of business 31 May 2023. To ensure that submission is successful, applicants must put 'ICCL Administrative Assistance– Application' in the subject line of the email.

We welcome applications from people from all sections of the community, irrespective of race, ethnicity, gender, age, disability, sexual orientation, religion or belief.

This role will be based in the ICCL office located in Dublin. This role requires applicants to have the right to work in Ireland.