



A career at Minding Creative Minds is where your contribution and purpose, and our joined passion make a positive impact on the creative community in Ireland- who are the community we serve. If you are someone who is driven to make a difference, who enjoys a challenge and above all, if you're someone who cares, there's a place for you here.

**Financial Administrator : Finance, Payroll and Operational Administration Support:**

**6 days per month**

**Hybrid role: 1 day per week in Dublin City Centre in office**

**Job Title**

Financial Administrator

**Reports to**

CEO/Head of Services/Board

Minding Creative Minds, a not-for-profit organisation, is seeking a Financial Administrator for 6 days per month to provide essential financial and administrative support. This role offers the opportunity to work in a dynamic and supportive environment dedicated to supporting the creative sector.

**Position:** Financial Administrator

**Location:** Hybrid (with a preference for 1 day per week in-person in Dublin, additional as needed)

**Employment Type:** Part-time (6 days per month)

**About Minding Creative Minds:**

Minding Creative Minds is a not-for-profit organisation focused on offering mental health and wellbeing support for individuals working in the creative industries. Our mission is to ensure that people within the sector have the support they need to maintain their mental and emotional health, enabling them to thrive both professionally and personally. We are committed to fostering a positive and supportive environment for our team, as well as the wider creative community.

**About the Role:**

This role is fast-paced and varied, providing financial and administrative support to the team. You will manage financial tasks including sending and tracking invoices, managing accounts receivable and payable, preparing VAT returns, payroll administration, grant administration, and maintaining financial records. Additionally, you will provide general

administrative support, including managing databases, supporting communications, and assisting with the preparation of reports for stakeholders.

### **Key Responsibilities:**

- Handling financial administration including invoicing, payments, and VAT returns.
- Maintaining accurate financial records and overseeing accounts payable and receivable. This includes annual accounts and annual statutory requirements.
- Assisting with payroll and general administrative tasks as needed.
- Collaborating with the team on various internal processes and projects.
- Setting and continually monitoring achievement of KPIs relevant to the financial function and within the context of the overall strategic plan, functional area strategies and operational / service plans, in collaboration with the CEO and SLT.
- Developing a culture of high performance and continual improvement in resource management in assigned functional areas, including making appropriate use of data analytics and reporting.
- Ensuring financial functional area risk is managed in a proactive, innovative and solution focused manner, aligned with the Organisation-Wide Risk Management Framework.
- Safeguarding the MCM reputation in all that is done, underpinned by the highest standards of governance and compliance.
- Supporting business continuity, both immediate crisis responses and long term sustainability planning.
- Project directing key change initiatives, including digital and finance based operational transformation projects and service changes, as requested by the CEO.
- Managing the operational budget for assigned functions, including assisting with functional area budget planning and reporting.

### **About You:**

You will have a strong background in financial administration, with excellent organisational skills and attention to detail. You are highly competent in MS Office applications, including Word and Excel, and have experience managing financial tasks within a small team or organization. You are comfortable with multi-tasking, working independently, and managing your time effectively to complete the tasks at hand. You have a strong commitment to supporting the not-for-profit sector and the creative industries.

If you are passionate about contributing to a meaningful cause and have the necessary administrative and financial skills, we would love to hear from you!

**Application Details:**

To apply or request the full job description, please email us at [recruitment@mindingcreativeminds.ie](mailto:recruitment@mindingcreativeminds.ie) with 'Financial Administrator Application' as the subject of your email.

**Closing Date:** [Insert closing date]

Our creative community come from all walks of life and SO do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes Minding Creative Minds stronger. If you share our values and our enthusiasm for supporting creatives, supporting wellbeing, you will find a home at MCM.

We are proud to be an equal-opportunity employer. We do not discriminate in hiring or any employment decision based on race, color, religion, national origin, age, sex (including pregnancy, childbirth, or related medical conditions), marital status, ancestry, physical or mental disability, genetic information, veteran status, gender identity or expression, sexual orientation, or other applicable legally protected characteristic. MCM is also committed to providing reasonable accommodations for qualified individuals with disabilities, or exceptional needs in our job application procedures. If you need assistance or an accommodation due to a disability, please let the recruitment team know.