

Job Title	Administrator
Department	Operations and Finance
Job Location	UNICEF Ireland, 33 Lower Ormond Quay, Dublin 1, Ireland
Hours	37.5 hours per week (9.00am to 5.30pm)
Contract	Permanent

UNICEF is funded entirely through voluntary contributions. The donations and support we receive from members of the public and partners are crucial to the success of our work for children. Together with our supporters we work to provide lifesaving aid to children and families caught up on the world's worst humanitarian crises, we work to save lives and transform childhoods so that every child has the chance to not only survive but thrive too.

Job Purpose: We are looking for a committed and dedicated admin professional to join our team to perform a range of administrative tasks including data entry and upkeep and financial processing.

Main Duties & Responsibilities:

- Opening and sorting of post.
- Processing and handling of online and offline donations ensuring each is correctly recorded on the database and accurately reported to finance.
- Ensure all donations are processed in compliant and timely manner.
- Run monthly reconciliation reports between CRM and finance to ensure accuracy.
- Processing of CHY tax forms, including database update and the filing and archiving of physical forms.
- Assist in preparing files for the revenue submission under the charitable donation scheme.
- Responsible for input and upkeep of all donor information on the database, proactively testing and cleaning inaccurate data to ensure information is up to date and GDPR compliant.
- When required assist receptionist to ensure all donor queries, through email, phone, post and walk-ins are all dealt with within 24 hours – where appropriate.
- Offer best level of care for donors.
- Using mail merge prepare and post thank you letters, ensuring all donors are thanked within 48 hours of a donation being received.
- At all times, be proactive in finding ways to optimise processes across the organisation to streamline activities and increase effectiveness and efficiency across the organisation.
- Be a part of the Emergency Fundraising Response Plan.
- Such other duties as may be assigned from time to time.

Relevant experience and skills

Qualification	A qualification or training related to the role.
Experience	At least two years' experience in an administrative role.
Knowledge, Skills, and Abilities	<ul style="list-style-type: none">• Outstanding time management skills and attention to detail.• Ability to work under pressure and meet deadlines.• Demonstrable experience processing large volumes of data while meeting strict deadlines.• Fully computer literate, including but not limited to Microsoft Office, CRM database, website administration, etc.• Experienced in importing and exporting digital data.• Ability to work in a fast-paced environment and comfortable making quick decisions in an informed way.• Strong communication skills, both written and verbal• Enthusiastic and flexible working attitude.• Excellent interpersonal skills with the ability to communicate with a wide range of internal and external stakeholders.• Equally comfortable working alone or within a team.• Passionate about the work UNICEF does for children all around the world

To Apply: Please send a cover letter and CV to tina@unicef.ie on or before Monday 14th February.

Child Safeguarding Policy UNICEF Ireland is committed to adhering to the highest standards of child protection and child safeguarding. UNICEF reserves the right not to employ staff or engage volunteers or other representatives who are deemed to pose or potentially pose a risk to the protection of children, to the full extent permitted by law. Additionally, all candidates must sign UNICEF Ireland's Child Protection Policy & Procedures before commencing employment, engaging as a volunteer, intern, consultant or representative of UNICEF Ireland.