

Recruitment

Job Description & Requirements



Job Title	Clerical officer
TEA Reference	CO 15-1
Salary	€20,000- €24,000
Location	TEA offices , Cahir, Co Tipperary
Start Date	July 2015
Contract Type	Full Time Fixed Term – 12 months

Background

Tipperary Energy Agency works on a wide range of projects which require multi-disciplined teams and skills. The mission of the Agency is to “lead and support Co. Tipperary to reduce its CO₂ emissions by stimulating and implementing best practise in the field of sustainable energy”. The Agency has supported the development of community wind farms, large biomass installations and wide ranging retrofit projects in Tipperary and beyond. Tipperary Energy Agency is recognised as one of Ireland’s and Europe’s leading sustainable energy development agencies.

An opportunity has arisen to recruit a Clerical officer position to support the Agency Office Manager and CEO. The successful candidate will have gained some previous office/ accounts administration experience in a busy office environment and will be looking to develop their career in a dynamic social enterprise at the cutting edge of sustainable energy development.

Clerical officer role

- Provide assistance in Accounts Payable and Accounts receivables, bookkeeping duties , processing of staff expenses for Payroll preparation and production of Revenue Returns
- Assistance with the administration of the agency projects including filing , maintenance of the database of projects.
- General office administration duties
- Other project related duties, event bookings, post, letters, printing handouts etc.

Candidate Requirements

The successful candidate will have the following skills and attributes

- 3rd level qualification in related field
- Excellent communications skills
- Good attention to detail and strong organisational skills
- Self-starter and self-motivated
- Excellent IT Skills (Microsoft Office)

The following would also be an advantage:

- Interest in sustainable energy or sustainable development.
- 1 to 2 year administration/ accounts experience
- Competence in an Accounting Package

To Apply

Applications forms and full job specification available at <http://tea.ie/jobs/> Closing date for receipt of applications is **4pm on Friday 29 May 2015.**