

SEARCHING FOR AN EXCELLENT ADMINISTRATOR

The [Tomar Trust](#) is a philanthropic trust. Established in 1994 the Tomar Trust has a focus on sustainable communities, the integration of new communities, and children and young people.

Tasks

Financial administration

1. Creating payments online and getting Trustees to authorise
2. Monthly on-line Bank reconciliation
3. Managing Travel and Office Expenses, preparing expense claims
4. Simple cashflow forecasting re donations falling due

Office Management

5. Filing
6. Maintaining a database of grants
7. Preparing for Board meetings
8. Organising meetings

Grant Giving

9. Supporting the CEO
10. Undertaking due diligence on potential grantees
11. Drafting letters of Commitment
12. Updating the website

Any other duties that may be assigned from time to time in support of the running of the Trust and supported initiatives.

The Trust Office is in Midleton

16 hours a week

Salary commensurate with experience

Significant flexibility in agreeing work hours.

Please email your CV and cover letter to sinead@tomartrust.org

Closing date for applications: 7th January 2019