



**Brighter  
Communities**

Worldwide

CREATING BETTER FUTURES

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## Book Keeper/Administration

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Brighter Communities Worldwide are looking for a **book keeper/administration** to support implementation of the finance accounts function of the charity.

**Hours:** the role is 32 hours per month/8 hours per week  
**Salary:** **€17 per hour gross**  
**Location:** Brighter Communities Worldwide office in Cobh.  
**Reports to:** Operations manager

### This role involves –

- weekly financial **accounts administration** which include procedures attached to tracking income and expenditure and posting & operating **SAGE accounts system**.
- Support of the annual finance **audit** and budget preparations.
- **CHY** tax relief management and annual application to revenue.
- Produce **fundraising reports** from SAGE accounts

### Duties include –

- **Weekly financial accounts tasks** include the following and are to be done in accordance with the BCW Financial Management & Controls Policy & Procedure –
  - *Income - to keep & file income evidence, to download reports of income received via online fundraising platforms; to download reports from PayPal on a monthly basis; to acknowledge donations received with receipts & thank you's (liase with comms team for content), to make up and complete bank lodgements as required; to keep a record by spread sheet of all income from individual donors.*
  - *Expenditure – to keep & file invoices & related evidence; to draw up payment lists for approval and liase with signatories for online payments via PTSB; to support transfers of funds to Kenya by arranging bank transfer with PTSB.*
- **Sage accounts system** – operations role (with log in's to bank & online platforms) to provide the book keeper with bank statements, details of income, supplier invoices and any other information they **require in raw form** to input the monthly accounts onto SAGE on a regular basis.
- **Annual Finance Audit** – to finalise any final entries for accounts and input onto SAGE; to support the CEO & Operations role with the process of preparing financial statements each year
- **CHY tax relief application – liase with operations manager** to identify donations eligible for tax relief during the last financial year & collate the CHY return forms from the donors and make application to the Office of the Revenue Commissioners.
- **Budgets** – support the creation of the organisational annual budget.

## Core Bookkeeping Skills

1. **Attention to Detail**
    - Ensures accuracy in data entry, reconciliation, and financial reporting.
  2. **Numeracy & Financial Literacy**
    - Strong grasp of numbers, basic accounting principles, and financial terminology.
  3. **Knowledge of Accounting Software**
    - Proficiency in SAGE platform
  4. **Bank Reconciliation**
    - Ability to match bank statements with internal records and identify discrepancies.
  5. **Accounts Payable & Receivable**
    - Managing incoming and outgoing payments, issuing invoices, and tracking receipts.
  6. **Budget Tracking**
    - Monitoring spending against budgets and flagging variances.
  7. **Cash Handling & Petty Cash Management**
    - Recording and reconciling cash transactions responsibly.
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## Administrative & Technical Skills

10. **Record-Keeping & Filing**
    - Maintaining clear, organized, and audit-ready financial records.
  11. **Data Entry & Spreadsheet Proficiency**
    - Competence in Microsoft Excel or Google Sheets for tracking and analyzing financial data.
  12. **Understanding of Financial Statements**
    - Ability to prepare or assist with income & expenditure reports, balance sheets, and cash flow statements.
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## Soft Skills

13. **Confidentiality & Integrity**
    - Trusted to manage sensitive financial information discreetly.
  14. **Problem-Solving**
    - Capable of identifying and resolving financial discrepancies or errors.
  15. **Time Management**
    - Meets deadlines, especially for payroll, tax submissions, and financial reporting.
  16. **Communication Skills**
    - Able to clearly explain financial issues or requirements to non-finance staff or external parties.
  17. **Organizational Skills**
    - Manages multiple tasks and ensures nothing slips through the cracks.
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## Desirable (Nonprofit-Specific) Skills

- **Familiarity with Fund Accounting**
  - Understanding restricted vs. unrestricted funds and grant tracking.
- **Experience with Charity Reporting Requirements**
  - Knowledge of financial reporting for the Charities Regulator, board reporting, or funder reporting.
- **Use of Donor/CRM Systems**
  - Comfort integrating financial processes with donor databases or fundraising platforms.