

June 2026



**Wexford Rape Crisis**  
**Finance Administration Support Worker Vacancy**

Wexford Rape Crisis is a service offering counselling to women, men and young people (12 years +) who have experienced any type of Domestic, Sexual or Gender-Based. Support counselling is available also to a partner, family member or friend who is supporting the person who has been abused.

**Finance Administration:**

We invite applications from suitably qualified candidates to provide finance support and administration to our Finance officer.

**Candidates must possess:**

- Knowledge of financial accounting, balancing of income & expenditure accounts, preparation of monthly/yearly finances. QQI level 5 bookkeeping, ATI Year 1 or similar is essential.
- Working Knowledge of SAGE or similar accounting software is essential
- A working knowledge of computer packages to include Microsoft Office (Word and Excel) as well as filing, report writing and secretarial duties. ECDL qualification or similar is desirable.
- A minimum of 2 year's post-qualification experience.
- A flexible approach and an ability to handle a varied workload.
- Excellent interpersonal skills and ability to work well under own initiative.
- Knowledge of professional boundaries and confidentiality.

**Remuneration:** In line with experience

**Hours:** 14 hours/2 days per week.

**To Apply:** Please send a letter of application with a CV and the names of two referees to: Clare Williams, CEO, Wexford Rape Crisis, The Rocks, Maudlintown, Wexford. Y35NF8A or email: [clare@wexfordrapecrisis.com](mailto:clare@wexfordrapecrisis.com)

**Deadline:** \*Friday 19<sup>th</sup> June 2026 Interviews in Wexford town on Thursday 2<sup>nd</sup> July 2026

Charity No. CHY 12420