



**PA to the Manager
Coventry Irish Society
15 hours per week |**

Salary: £15,000

**Coventry Irish Society, 2nd Floor Eaton House, Eaton Road, Coventry, CV1 2FJ
3-year fixed term contract.**

Coventry Irish Society has supported and celebrated the Irish community in Coventry and the Midlands since 1993 — from health and welfare services to festivals, heritage projects including our Oral History project 'Irish Heart, Coventry Home'. We're a small dynamic charity with a big impact, and we're looking for an organised, personable PA to help our CEO keep everything running smoothly.

The Role

As PA to the Manager, you'll be the right hand that keeps our finances, records, and databases in order — freeing up our Manager to focus on the bigger picture. This is a role for someone who enjoys precision and detail as much as people, at the centre of a busy and welcoming charity.

You'll be

- Looking after the Society's day-to-day finances, including processing invoices, payments, and expenses, and keeping accurate financial records
- Maintaining and updating our membership database, ensuring records are accurate and up to date
- Managing other organisational databases and record-keeping systems
- Preparing basic financial summaries and reports for the Manager and Trustees
- Assisting the Manager with organising his diary, correspondence, and appointments
- Preparing and organising papers for meetings, taking minutes, and following up on actions
- Handling phone, email, and in-person enquiries with warmth and professionalism
- Helping coordinate events, mailings, and communications including developing a good knowledge of the application process for Irish Passports and Citizenship.

About You

- Confident and accurate with financial administration (bookkeeping, invoices, expenses)
- Comfortable managing and maintaining databases, with a strong eye for accuracy and detail
- Well-organised, with the ability to juggle priorities



- Confident communicator, comfortable on the phone and in person
- Competent with Microsoft Office (particularly Excel) and database systems
- Discreet, reliable, and able to use your own initiative
- Previous experience with bookkeeping, finance administration, or database management is desirable
- An interest in, or connection to, Irish culture and community is a bonus — but a genuine enthusiasm for our work matters most.

To apply:

Please email CEO Simon McCarthy

simon.mccarthy@covirishsoc.org.uk with your CV and Reasons for applying.