



Finance and Office Administrator

About the Corporate Governance Institute

The Corporate Governance Institute is a global leader in corporate governance education and certification.

The company has had global aspirations from the start and today we serve customers in over 75 countries and employ people from a variety of international and cultural backgrounds. Our growth has significantly increased year over year, and we are looking to continue with that ambition and scale.

We're not just a business; we're a passionate team aspiring to make a significant impact in a €60 billion + market. Backed by leading industry practitioners, governance experts and a very experienced senior leadership team we are ready to accelerate our growth further and faster to make the most of the market opportunity.

Learn more about us [here](#).

We have an exciting opportunity for a Finance and Office Administrator to join our team.

About the Role

We are seeking a Finance and Office Administrator to ensure that the company has capacity to grow and support the business on its ambitious growth plan from 2025 and beyond. You will also be required to assist with some basic HR and office administration as a secondary part of your role.

Reporting to the CFO you will be responsible for the day-to-day operations of the finance function. As a remote, digital-first company, we value team members who are highly comfortable with technology and excited to leverage digital tools to work efficiently, solve problems, and collaborate seamlessly. Is that you?

Role Detail

Your key tasks and responsibilities will include:

Manage daily finance operations

- Monitor and record bank reconciliations.
- Post supplier bills and credit card transactions.
- Manage and store digital bills and receipts.



- Assist the sales team in sales invoice updates.
- Follow up with customers on cash collections.
- Prepare bookkeeping entries for monthly management accounts
- Manage petty cash
- Prepare supplier payment runs
- Process payments and refunds on Stripe & PayPal.
- Assist in the preparation of monthly payroll
- Maintain the company fixed asset register.

Improve the finance function

- Contribute proactively to continuous improvement in operational efficiency and cost-effectiveness.
- Document and help to improve the company's internal financial controls
- Work with the 'Heads of functions' to investigate and challenge how finance can support the rest of the business

Basic HR & Office Administration

- Work with our HR partner to assist with staff training, onboarding and offboarding paperwork.
- Point of contact for our Dublin office ensuring smooth running of the office.
- Manage our internal knowledge hub ensuring up to date financial & administration documents are available for the teams.
- Assist the organisation & planning of quarterly company get togethers.
- Administration of the weekly company online catch up.
- Organise Board meetings
- Organise Governance Advisory Board meetings.

Desired Experience and Education

- Experience in a bookkeeping role or part of a multi-disciplinary administration team that wants to take the next step in their career.
- Qualification in bookkeeping, accounting fundamentals or similar is preferred but not essential.
- Fluency in English is essential, with excellent presentation and written skills.
- We are a remote, digital first Company so we expect all of our team to have a keen preference for using technology
- Experience with Xero accounting and G-Suite is desired but not essential.
- Strong administration, organisational and planning skills.
- Strong attention to detail, commitment to meeting deadlines, and a focus on delivering quality results, even under pressure.
- Ability to work in a fast-paced fully digital environment



- An avid learner, someone who actively seeks out feedback and challenges to learn, grow, and improve.
- An interest in the world of business. This is a role that looks with a keen eye on the corporate world, the business world, and you should bring a questioning but objective viewpoint. Creativity relies on good questions. Are you able to ask good questions?

What we Offer You

- **Competitive Salary** – We offer a salary that reflects your skills, experience, and the value you bring to the team.
- **High-Growth, Global Ambitions** – Join a fast-expanding company with big plans on an international scale, offering exciting opportunities for career progression.
- **Dynamic Team** – Work alongside passionate, driven colleagues in a collaborative and supportive environment.
- **Flexible Work Options** – Choose to work remotely, from the office, or a mix of both—whatever suits you best.
- **Work from Anywhere** – Enjoy the flexibility to work up to 20 days per year abroad, allowing you to balance work and travel.
- **Top-Tier Equipment** – We provide MacBooks as standard, but we're happy to equip you with whatever tools you need to do your best work.
- **Cycling-Friendly** – If you commute by bike, we've got secure storage to keep it safe.