

WHO WE ARE

When you join the Fáilte Ireland team, your work will be **more than just a job.**

You will become part of a talented and diverse community of employees whose mission and passion is to promote and support the development of tourism across Ireland. To do this we create and invest in world class tourism brands, including the Wild Atlantic Way, Ireland's Ancient East, Ireland's Hidden Heartlands and Dublin. We develop brilliant visitor experiences that position and sustain Ireland as an attractive and compelling destination.

We provide strategic leadership and a wide range of practical supports and training to tourism businesses and we work in partnership with government and other agencies to maximise our impact throughout communities and across regions as we develop a vibrant and sustainable tourism

sector. To enable our staff to thrive, we provide a respectful and supportive work environment. Not only are we recognised as a Great Place to Work but we're also listed in the top five most trusted organisations in Ireland.

Our supports include flexible and family friendly work policies with blended working arrangements. By joining Fáilte Ireland you will work in a nurturing team-based environment in a culture that is values driven with excellent opportunities for professional and personal development.

You will enjoy a richness and diversity in your work alongside talented colleagues, specialist external partners and a variety of tourism and community stakeholders to deliver the impact we aspire to.



We now have a vacancy for an

OFFICER, FINANCE (JUST TRANSITION)

LEVEL 4

Fixed Term Contract, full-time (23-month contract)

Fáilte Ireland invites applications for the role of Officer, Finance. This role will report to the Finance Manager.

JOB PURPOSE

Oversee the financial management of the JTF grant scheme, ensuring grants are processed in compliance with scheme rules and that information is provided on a timely basis to key stakeholders, both internal and external.

Our Values



JOB DESCRIPTION

PRIMARY OBJECTIVES / KEY RESPONSIBILITIES

GENERAL

Manage a small team that has been set up to ensure JTF grant claims are processed in a timely manner and in accordance with scheme rules.

GRANT CLAIM PROCESSING

- Oversee the processing of Just Transition Fund grant claims (a separate EU fund secured for development of the Midlands of Ireland which will have multiple grant schemes included), ensuring grant claims are processed in a timely manner and in compliance with best practice, scheme rules and relevant Government and EU guidelines and regulations.
- Ensure relevant checklists are maintained, are complete and adequately supported by relevant documentation.
- Liaise with internal stakeholders and external grantees on progress of grant-aided projects. Follow up and escalate as required.
- Ensure relevant data is entered correctly on to ePPM (the database used by the Managing Authority to record grant information).
- Provide data and reports on the Just Transition Fund for the Just Transition team and for the Eastern and Midland Regional Assembly.

GRANT REPORTING

- Providing summary updates to stakeholders, both internal and external on grants paid to date and claims on hand.

GRANT MONITORING AND BUDGETING

- Monitor and update budgets including monthly forecasts, year-end projections and multi-annual projections.

- Generate monthly accruals and reconcile to monthly, quarterly, and annual accounts.
- Generate regular status and KPI reports for the unit's Finance manager and the Head of Division, including variance analysis and funding availability.
- Prepare cash flow projections for management of drawdowns from parent department.
- Prepare grant claim projections for Managing Authority.

INTERACTION WITH STAKEHOLDERS

- Proactively engage and communicate effectively with a wide range of stakeholders including:
 - Internal – Finance Manager, Head of Finance and Head of Just Transition, Programme Teams
 - Managing Authority, EMRA
 - Parent Department
 - Grantees

INTERACTION WITH AUDITORS

Effectively engage with auditors in ensuring information is provided in a timely manner, including responses to queries.

Grant claims will be audited at two levels:

- Most claims will be subject to an independent verification check – this check revolves around standard verification checklists and documentation that supports conclusions made.
- Spot checks by Managing Authority, EMRA.
- Audits carried out or commissioned by at least one of the following: the Managing Authority, the Paying Authority, the Audit Authority and the EU.

Carry out all other duties as required and participate as a full member of the Finance team by supporting different work projects, as required, from time to time.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Have a drive to embed and maintain high standards and best practice in Governance and compliance.
- Good planning and organisation skills.
- Proven ability to work on own initiative and as part of a team.
- Proven ability to meet strict deadlines.
- Evidence of delivering tangible business results.
- Excellent interpersonal and communications skills.

In order to be eligible to apply for this role you must have/demonstrate in your application form the following:

- A minimum of three years' experience in a finance / accountancy role that includes a good working knowledge of any the following:
 - Grant Processing
 - Budgeting
 - Financial/Management Reporting
- Experience using an Integrated Financial Management system.
- Experience of people management or experience of managing a project of similar.

QUALIFICATIONS/MANDATORY TRAINING

Recently qualified or finalist accountant pursuing a CPA / ACCA / ACA qualification.

DESIRABLE CRITERIA

- Knowledge of public sector Governance reporting requirements including knowledge of the Code of Practice for the governance of state bodies 2016.
- Advanced level Excel and Report Building experience.
- Part Qualified/Qualified accountant or Accounts technician or equivalent public sector accounting qualifications.
- Experience of governance frameworks.
- Knowledge of procurement and/or EU funding rules.
- Experience of grant audits.

KEY COMPETENCIES

- Communicating Effectively.
- Team Work.
- Inspire and Engage.
- Planning and Managing Work.

HOW TO APPLY

Please return your completed application form via the portal at <https://www.consciatalent.com/failte-ireland>

Please go to Fáilte Ireland's Career Page for the most up-to-date details on this role. If you experience any difficulties please let us know via email at [fáilte@consciatalent.com](mailto:failte@consciatalent.com) **Closing Date:** 30th June 2025 at 3:00pm

SALARY, KEY BENEFITS & LOCATION

Salary: €56,807 – €81,236* per annum (pro-rata)

*This role will be filled in line with Public Pay Policy at Point 1 of the relevant Salary Scale unless the successful candidate is appointed from an existing public sector role.

Location: Blended work model with office location in any of the following:

- Áras Fáilte, 88–95 Amiens Street, Dublin 1, D01 WR86
- Áras Reddan, Temple St., Sligo, F91 RX45
- Unit 5, Calbro Court, Tuam Road, Galway, H91 YKH4
- 4th Floor Mathew House, Fr. Mathew Street, Street, Cork, T12 TN56

SELECTION PROCESS

Shortlisting will be based on applications and the selection process may involve two competency-based interviews. A panel of successful candidates may be formed following the selection process.



Fáilte Ireland is an equal opportunities employer and is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. We encourage you to reach out to us directly at recruitment@failteireland.ie should you require assistance or reasonable accommodation during the recruitment process.

