

## 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

LEVEL 4

Permanent, full-time

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

## JOB PURPOSE

This is an opportunity for an ambitious finance professional. The role requires a candidate with strong supervisory, accountancy and reporting skills. There is also a requirement to consult and support various business units and teams across the organisation and with external stakeholders.

The ideal candidate will have a track record of staff supervision, budgeting, management reporting, and ensuring compliance with good governance.

The range of duties could include but not limited to; providing operational excellence in all the areas of finance activity, such as Accounts Payable, Accounts Receivable, Budgeting and Grants/Investment Schemes (including Just Transition Fund) etc.

However, in the first instance the role will fall within the Grants/Investment scheme area.

### Our Values



**Passion**  
We are passionate  
about Ireland

**Imagination**  
We constantly  
reimagine a better  
future

**Action**  
We make it  
happen

**Collaboration**  
We succeed through  
collaboration

**Integrity**  
We act with  
integrity at all times

**Expertise**  
We never stop  
developing and sharing  
our expertise

**Care**  
We care about  
people

# JOB DESCRIPTION

## PRIMARY OBJECTIVES / KEY RESPONSIBILITIES

### GENERAL

- Oversee the day-to-day operations of the team including establishing goals, developing work schedules, maintaining written procedures, managing staff leave requirements to ensure cover, and operating key controls.
- Develop, monitor, and manage the performance of the team against team goals and objectives.
- Proactively develop the skills of the team to ensure they attain the appropriate level of competence.
- Conduct Performance Reviews in line with Fáilte Ireland policy.
- Prepare appropriate documentation for Freedom of Information requests, Parliamentary Questions, periodic Government Department returns and other information requests from external stakeholders and others as appropriate.
- Identify, recommend and assist in delivery of solutions and process improvements, including computerised systems and manual processes.
- Engage directly and handle all related enquiries for Internal and External Audits.
- Prepare Management reports as required.
- Process months end close and all associated reconciliation for your area to financials.
- Prepare documentation and reports for meetings of the Executive Team, Audit committee, the Investment Committee, and the Fáilte Ireland Authority.
- Develop and maintain relationships with key internal and external stakeholders.

### GRANT PAYMENTS DUTIES WHICH MAY INCLUDE:

- Oversee the claim assessment process in compliance with best practice, scheme rules and relevant Government and EU guidelines and regulations, ensuring claims are processed in a timely fashion.
- Oversee the processing of Just Transition Fund grant claims between 2023 and 2026 (a separate EU fund secured for development of

the Midlands of Ireland which will have multiple grant schemes included).

- Liaise with internal stakeholders and external grantees on progress of grant-aided projects.
- Provide data and reports on the Just Transition Fund for the Just Transition team and for the Eastern and Midland Regional Assembly, including direct input to external systems (EU JTF EPPM) and reconciling to internal systems.
- Provide other reports to other stakeholders including Fáilte Ireland Authority, Investment committee, Executive team etc.

### BUDGETING / TREASURY MANAGEMENT WHICH MAY INCLUDE:

- Monitor and update budgets including monthly forecasts, yearend projections and multi-annual projections, including for Grant/Investment Schemes.
- 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.

### ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE DUTIES WHICH MAY INCLUDE:

- Ensure supplier and customer master records are set up and maintained correctly on the finance system and supplier invoices are processed for payment in accordance with prompt payment and Revenue rules.
- Responsible for managing the end-to-end processing within the Sales Order to Receipts area including debt management.
- Manage the operation of VAT, RCT and PSWT, ensuring that all transactions are recorded accurately to recognize the liabilities for these taxes appropriately.
- Role of ROS administrator for the organisation.
- Ensure employee expense payments are reviewed and paid in line with public sector policies.
- Review and submit tax returns (VAT/RCT/PSWT/S891B) for the agency.

## JOB DESCRIPTION

Carry out all other duties as required and participate as a full member of the Finance team and Operations Directorate 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.
- Proven ability to work on own initiative and deliver results to strict deadlines.
- Evidence of delivering tangible business results.
- Strong 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
  - Accounts Payable/Accounts Receivable
- Experience using an Integrated Financial Management system.
- Experience of people management.

### QUALIFICATIONS/MANDATORY TRAINING

A professional qualification (qualified/part-qualified accountant or accounts technician or equivalent public sector accounting qualifications in a relevant accountancy discipline minimum Level 6 under the QQI Framework) in a relevant discipline is essential.

### DESIRABLE CRITERIA

- Experience of governance frameworks, knowledge of public sector governance reporting requirements including knowledge of the Code of Practice for the governance of State bodies Bodies 2016 and the, public spending code, and State Aid rules, etc
- Advanced level Excel experience.
- Advanced level Report Building experience.

### KEY COMPETENCIES

- Communicating Effectively.
- Managing Relationships.
- 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:fáilte@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**

An tÚdarás Náisiúnta  
Forbartha Turasóireachta  
National Tourism  
Development Authority

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](mailto:recruitment@failteireland.ie) should you require assistance or reasonable accommodation during the recruitment process.

