

## 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 vacancies for a

## SUPPORT, FINANCE

LEVEL 7\*

Fixed Term Contract, full-time (23-month contract) x4 Roles

Fixed Term (23 Months), part-time (17.5 hours per week) x1 Role

Fáilte Ireland invites applications for the positions of Support, Finance. These roles will report to the Officer, Finance.

## JOB PURPOSE

Process grant claims in a timely and compliant manner ensuring requisite supporting documentation is in place. Provide support as required to the grant payments team in the provision of grant payments information and projected payments.

### 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

### GRANT PAYMENT PROCESSING

- Accept and acknowledge receipt of claims for Grant Payment.
- Verify all claim documentation against a checklist to ensure completeness and compliance.
- Where required, follow-up with grantee to obtain missing documentation.
- Ensure that all expenditure is eligible and in line with the letter of offer.
- Updating systems to track grant progress.
- Ensure relevant checklists are completed and adequately supported by relevant documentation.
- Liaise with internal stakeholders and external grantees on progress of grant-aided projects.
- Enter data onto ePPM (the database used by the Managing Authority to record grant information).
- Support the grant payments team in providing data and reports on the Just Transition Fund for the Just Transition team and for the Eastern and Midland Regional Assembly.

### GRANT REPORTING

- Support the team in the provision of information that is required for summary updates to stakeholders, both internal and external on grants paid to date and claims on hand.

## GRANT MONITORING AND BUDGETING

- Support the team in the provision of information that is required for
  - Monitoring and updating budgets including monthly forecasts, year-end projections and multi-annual projections.
  - Generation of monthly accruals and reconciliation to monthly, quarterly, and annual accounts.
  - Generation of regular status and KPI reports for the unit's Finance manager and the Head of Division, including variance analysis and funding availability.
  - Preparation of cash flow projections for management of drawdowns from parent department.
  - Preparation of grant claim projections for Managing Authority.

## INTERACTION WITH STAKEHOLDERS

- Proactively engage and communicate effectively with a wide range of stakeholders including:
  - Internal – Direct report, Finance Manager, 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.

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

### THE SUCCESSFUL CANDIDATE WILL HAVE:

- 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
- Excellent time management, administration skills and attention to detail
- An approachable, highly professional manner and ability to maintain strict confidentiality.

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

- Minimum of 2 years' experience working in a finance / accountancy role.
- Strong Microsoft Office skills

### QUALIFICATIONS/MANDATORY TRAINING

A Professional Qualification (minimum Level 6 under the QQI Framework) in a finance / payroll / business discipline is essential

### DESIRABLE CRITERIA

- IATI Accounting Technician or part qualified accountant
- Knowledge of Procurement rules
- An understanding of public sector financial practices.

### KEY COMPETENCIES

- Team Work.
- Communicating Effectively.
- Managing relationships.
- Planning and Managing Work.

## HOW TO APPLY

Please return your completed application form via **failte@consciatalent.com** system

Please go to Fáilte Ireland's Career Page for the most up-to-date details on this role.

**Closing Date:** 30th June 2025 at 3:00pm

## SALARY, KEY BENEFITS & LOCATION

**Salary:** €41,728 – €62,278\* 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.

