



Fáilte Ireland (The National Tourism Development Authority) is the State organisation responsible for promoting and supporting the development of tourism as a key driver of economic growth in Ireland. It provides strategic leadership and a range of practical business solutions to foster competitive tourism enterprise, encourage innovation and support policy formulation to help position and sustain Ireland as an attractive and compelling visitor destination.

Executive, Finance

Level 5

Fixed Term Contract, maximum duration of 11 months (full-time)

Fáilte Ireland invites applications for the position of Executive, Finance. The role will report to the Manager, Finance and shall be based in Fáilte Ireland, 88-95 Amiens Street, Dublin 1 or (other location).

Please return your completed application form by **email only** to recruitment@failteireland.ie

Closing Date: Thursday, 26th September 2019 at 12.00 noon (Ireland Time)

Fáilte Ireland is an equal opportunities employer.

Job Title: Executive, Finance	Job Ref: FI – 047EF
Location: Dublin	Business Unit: Finance
Salary: €45,392 - €61,545*	Reporting to: Manager, Finance

Job Purpose

To support the annual and monthly financial reporting process, provide financial and administrative support to colleagues and Supervise the treasury management of the agency and maintain fixed asset registers for all entities.

Primary Objectives/Key Responsibilities

Bid Finance

- Assist in the preparation of the financial statements for Fáilte Ireland in compliance with FRS 102, assist with the preparation for the annual audit by the C&AG, including all supporting schedules, reconciliation and controls.
- Liaise with the office of the comptroller and Auditor General (C&AG) regarding the organisation of the interim and year end audit and on any queries.
- Manage and review the fixed assets register to ensure it is updated with acquisitions and disposals and maintained correctly in line with approved policy, including testing and verifying existence of fixed assets to registers.
- Aid in the development of internal procedures and policy documents across the finance division to ensure they are aligned to the agency's objectives and accounting policies.
- Maintenance of the nominal ledger to include month and year end procedures and upkeep of the chart of accounts in order to report on monthly management accounts.
- Assist in the co-ordination of any Freedom of Information, Parliamentary or Department Questions, or reports requiring financial or analytical backup.
- Review bank reconciliations, accruals and balance sheet codes to ensure they are correct and in line with best practices.
- Monitor expenditure levels and report and record any updates to the department in respect to the funding allocation against approved expenditure.
- Treasury management of all funds.

Compliance

- Ensure compliance with government codes of practice and relevant acts and accounting standards.
- Keep up to date with any changes or updates in codes of practice or accounting policies.
- Ensure all financial statements are in line with Fáilte Ireland and Government accounting policy and procedures.
- Maintain the required documentation for internal and external audits.
- Comply with GDPR and Data Protection legislation in relation to all areas of responsibility.

People Management

- Supervise all staff reporting to the position.
- Conduct Performance Reviews in line with Fáilte Ireland policy.
- Proactively develop the skills of the team to ensure they attain the appropriate level of competence.

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.

**The successful candidate will commence on the 1st point of the salary scale in line with current Government pay policy.*

Person Specification

Essential Criteria

The successful candidate will have the following essential skills and criteria:

- Ability to work as part of a team and motivate others
- Decision making and strong interpersonal skills
- Ability to communicate articulately and effectively both orally and in writing
- Strong time management skills and the ability to prioritise
- In-depth knowledge and understanding of the accounting standards and policies

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

Essential:

- Minimum of five years' experience within a financial role
- Experience using integrated Finance Systems
- Demonstrate your auditing practice
- Demonstrate your knowledge of Company Law / Finance Acts
- High proficiency in MS Office, particularly Microsoft Excel
- Demonstrate your experience using Business Internet Banking
- Demonstrate your experience of Strong stakeholder management and experience of building strong working relationships
- Demonstrate your understanding of government codes of practise

Qualifications/Mandatory Training

- Fully Qualified Accountant
- Member of a recognised accountancy body.

Desirable:

- An understanding of public sector financial and payroll practices.

Key Competencies

- Relationship Management
- Planning and Organising
- Problem Solving and Analytics
- Teamwork

A panel may be created from which future vacancies may be filled.