



*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.*

## **Grant Processing Support, Finance**

**Level 7**

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

Fáilte Ireland invites applications for the position of Grant Processing Support. The role will report to the Finance Manager 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](mailto:recruitment@failteireland.ie)

**Closing Date: Wednesday, 25<sup>th</sup> September 2019 at 12.00 noon (Ireland Time)**

Fáilte Ireland is an equal opportunities employer.

<b>Job Title: Grant Processing Support</b>	<b>Job Ref: FI – 048GPS</b>
<b>Location: Dublin</b>	<b>Business Unit: Finance – Grant Payments</b>
<b>Salary: €34,106 – 52,235*</b>	<b>Reporting to: Finance Manager</b>

### Job Purpose

- To collate monthly financial information to assist with reporting on grant expenditure on a monthly and annual basis, work with the Finance Manager on monthly projections and accruals, check and verify grant claims and recommend for payment and provide support to the Grant Payment Officers and Manager.

### Primary Objectives/Key Responsibilities

#### Projections & Accruals

- Liaise with internal and external stakeholders on a monthly basis to gather information for projections and accruals for monthly accounts.
- Update the projection and accruals files.
- Prepare accruals journal for inputting.
- Provide reports to internal stakeholders for monthly review of projections.

#### Processing of Grant Claims

- Check and review grant claims and recommend amounts for payment.
- Record and track claim progress.
- Escalate issues and risks that may impact on agreed deliverables.
- Proactively identify, rectify and follow-up errors and causes of errors.

#### Relationship Management

- Establish and maintain effective working relationships and collaboration with internal colleagues.
- Identify stakeholder issues and act appropriately to address these issues.
- Advise colleagues of issues and/or risks to stakeholder relationships as soon as they arise so that risks can be managed effectively.
- Attend meetings with Grantees and provide advice re. the claims process requirements.

#### General Administration

- Ensure that the Organisation's policies and procedures are adhered to.
- Raise purchase orders, goods received notes, payment requests.
- Monitor project spend.
- Compile statistics as required for quarterly reports.
- Identify opportunities for continuous improvement.

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 1<sup>st</sup> 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:

- Attention to detail and an eye for accuracy.
- High level of numerical ability.
- Excellent communication skills (including verbal and listening skills).

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

### Essential

- Minimum of 12 months' work experience in a relevant finance or accountancy function.
- Demonstrate through your application an ability to liaise with external and internal clients and stakeholders to ensure issues are handled efficiently and effectively.
- Demonstrate through your applications an ability to prioritise, schedule, plan and manage multiple tasks.
- High proficiency in Microsoft Office Excel.

### Qualifications/Mandatory Training

- Professional qualification in Finance/Accountancy or related field (Part-Qualified / Accounting Technician) is an essential requirement.

### Desirable Criteria

- Knowledge/experience of using computerised financial systems.
- Familiarity with Public Sector Procurement Guidelines, State Aid Rules, Government Circulars.

### Key Competencies

- Problem Solving and Analytical Skills
- Planning and Organising
- Teamwork
- Cross-functional collaboration

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