

## 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 a

## OFFICER, FINANCE

LEVEL 4

Permanent, part-time (24.5 hours per week)

Blended work model

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

## JOB PURPOSE

Responsibility for maintaining and updating the Financial System including monitoring and responding to Helpdesk queries, managing any system upgrades and maintenance works along with other general finance duties.

### 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

### Financial System

- Business support lead of the financial System, setting up new users, making changes to current users, following Joiner/Movers/Leaver processes and procedures.
- Periodic User Reviews analysis.
- Oversea the Internal Helpdesk Portal, responding to all queries and collaborating with other internal stakeholders including the IT department to successfully resolve all logs.
- Act as Finance Administrator and log all queries on software providers helpdesk and escalate where applicable, follow up and resolve problems as they occur.
- Scheduling and project manage updates to the financial system working closely with software providers and ICT division.
- Update Finance teams on new features on financial system.
- Provide training to new users.
- Manage the relationship between our Software providers and Finance Division setting quarterly review meetings and yearly contract reviews.
- Monitor and manage the performance of the system Service Level Agreements.
- Support in the roll out of the new finance system
- Link in with ICT on security management

to ensure no risks relating to cyber crime is managed.

### Quality Assurance

- Identify opportunities for continuous process improvement.
- Ensure that the organisations policies and procedures are up to date and implemented.
- Provide absence/leave cover for other team members in the Finance Division.
- Carry out all other duties as required and participate as a full member of the Finance Team including Payroll, Budget management, AP/AR, Grants and by supporting different work projects, as required, from time to time.

### Other finance responsibilities

- Support the team in the development of the financial statements and assist with the annual audit with the C&AG.
- Support the development of financial reporting through the report writing tools as part of the finance system.
- Support the internal audit process in all finance areas

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

- Ability to work as part of a team.
- High attention to detail with an eye for accuracy.
- Ability to communicate articulately and effectively both orally and in writing
- Strong time management skills and the ability to prioritise.

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

- Three years' relevant experience which includes demonstrable experience working on an integrated Financial Management system as a Finance system administrator or equivalent. (e.g. Integra, Microsoft Business Central etc.)
- Display proficiency in Microsoft Office skills, particularly Excel

### Qualifications/Mandatory Training

- A professional qualification (minimum Level 6 under the QQI Framework) in a related discipline is essential

### DESIRABLE CRITERIA

- Previous experience working on a busy helpdesk and problem solving.

- Data Analytics and Report building experience.

### KEY COMPETENCIES

- Managing Relationships
- Teamwork
- Planning and Managing Work
- Decision Making

## HOW TO APPLY

Please return your completed application form via [failte@consciatalent.com](mailto:failte@consciatalent.com)

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

**Closing Date: Wednesday, 27th September 2023 at 3pm**

## SALARY, KEY BENEFITS & LOCATION

**Salary: €52,605 – €75,227 \* 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
- Beech Road, Killarney, Co. Kerry, V93 AW26

## 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.

