

Pobal: Finance Support Officer **(<https://www.activelink.ie/node/108936>)**



Role: Finance Support Officer

Directorate: Early Years Operations
Unit: Integrated Funding Management (IFM)
Grade: 1
Reporting to: IFM Finance Co-Ordinator

Role Purpose

The key purpose of this role is to provide finance and administration supports to the G3 Finance Co-ordinator within Integrated Funding Management.

The role involves working within a small team to ensure the timely and effective delivery of finance tasks related to the National Childcare Scheme (NCS) and the Core Funding programme.

The role also requires support with queries raised by service providers, and administration support across teams as required.

Please see Job Description and Person Specification attached below.

Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

The complete job spec, application form and further information can be found on the Pobal website: [Pobal Job Vacancies \(https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF\)](https://www.candidatemanager.net/cm/p/pJobs.aspx?mid=CXAZCXY&sid=YYGTF)

Deadline for application: July 2nd, 2024

Pobal is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society.

Region

To Be Agreed / Blended

Date Entered/Updated

14th Jun, 2024

Expiry Date

2nd Jul, 2024

Attachment

[Earl Years Operations G1 Finance Support Officer Job Description.pdf](#)

Size

892.22
KB

Source URL: <https://www.activelink.ie/vacancies/community/108936-pobal-finance-support-officer>