

Pobal: Early Years Operations – Grade 3 **(<https://www.activelink.ie/node/109362>)**



Early Years Operations – Grade 3

About Pobal

Pobal works on behalf of Government, and in conjunction with communities and local agencies, to support social inclusion and local and community development. We do this by managing funding and providing support for programmes in the areas of Social Inclusion and Equality, Inclusive Employment and Enterprise, and Early Learning and Care.

Pobal is an Equal Opportunities Employer and welcomes suitably qualified applicants from all sections of society. Further information on how Pobal promotes Equality, Diversity &

Inclusion (EDI) throughout our workplace for our staff can be found via this link **[Equality, Diversity & Inclusion Statement](https://www.pobal.ie/app/uploads/2023/04/EDI-for-JDs.pdf)** (<https://www.pobal.ie/app/uploads/2023/04/EDI-for-JDs.pdf>)

About Early Years Operations

The Early Years Operations Directorate administers a range of funding programmes and supports for the Early Learning and Care and School Aged Childcare sector on behalf of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). We have dedicated teams ensuring that funding flows into the sector, providing targeted information and communications, supporting national and county level stakeholders, and helping parents/guardians that wish to access funding supports.

Job Description and Person Specification

Role Finance Co-Ordinator – CCC, NVCO and SO
Directorate Early Years Operations
Unit Integrated Funding Management
Grade 3
Reporting to Manager – Integrated Funding Management

Role Purpose

The Finance Co-Ordinator will be required to work towards the implementation of programmes, progress and delivery of payment and reporting requirements as set out by the DCEDIY, and establish the day-to-day reporting operations of the Unit for County Childcare Committees (CCC) and National Childcare Voluntary Organisations (NVCO), and Programme for Support Organisations (SO). This will include:

- beneficiary compliance and support.
- implementation of policy decisions through efficient processes and development and implementation of programme financial guidelines including operations management.
- financial information management.
- beneficiary support.
- sustainability financial reporting & analysis.
- risk management and governance.
- stakeholder liaison.

- people training and management.

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>)

Terms & Conditions of Employment

Salary Grade 3 salary scale (€56,557 - €71,227)

Contract Type Indefinite, subject to continuing Government funding

Probation A probationary period of six months will apply

Pension Defined contribution pension scheme

Annual Leave 26 working days, exclusive of public holidays

Travel & Subsistence Travel and subsistence will be paid at public sector rates

Location The role will be preferably located in Holles Street, Dublin but open to all Pobal offices.

Blended Working Policy: Pobal can offer combination of office based and remote working either from home or a pre-approved business hub on the island of Ireland.

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.

Deadline for application: **July 26th, 2024**

Applications will not be accepted after the closing date

Region

Dublin / Blended

Date Entered/Updated

5th Jul, 2024

Expiry Date

26th Jul, 2024

Attachment

[Early Years Operations G3 IFM Finance Co-Ordinator Job Description.pdf](#)

Size

939.55
KB

Source URL: <https://www.activelink.ie/vacancies/children-youth/109362-pobal-early-years-operations-grade-3>