Pobal: Finance Administrator (https://www.activelink.ie/node/114614)

Role: Finance Administrator

Directorate: Social Inclusion and Employment
Unit: Programme Finance - EU Funded programmes
Grade: 2
Reporting to: Finance Coordinator

Background

The purpose of the Programme Finance unit is to provide robust and appropriate financial management systems, processes & controls for the delivery of programmes. This ensures all funds are managed effectively and payments to funded groups and participants on schemes are made accurately and as scheduled. This includes ensuring that all financial activities comply with National and EU laws, Government circulars and Pobal's internal policies and procedures.

Role Purpose

Working as part of a team, the Administrator is responsible for ensuring all financial administration systems within the Unit are operating to the highest possible standard.

Responsible for the review and analysis of financial data and oversight of the quality and validity of data entered on the ICT system.

Assist with contract management including the tracking, reconciliation and updating of contract information. The production of financial information and the provision of general administrative support within the Directorate. Working closely with the Finance Coordinator to ensure the data held on the ICT system meets the programme requirements. They also liaise with colleagues on an inter/intra-Directorate basis to ensure the efficient and effective delivery of all activities.

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)

Deadline for application: April 7th, 2025

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

Region
Blended / Nationwide

Date Entered/Updated
24th Mar, 2025

Expiry Date
7th Apr, 2025

Attachment	Size
SIE G2 Finance Administrator Job Description.pdf	809.06 KB

Source URL: *https://www.activelink.ie/vacancies/community/114614-pobal-finance-administrator*