



**Human Resources Pobal - Job Description
Social Inclusion and Employment Directorate
Grade 2 Programme Finance Administrator**

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](#)

About Social Inclusion and Employment Directorate

The Social Inclusion and Employment Directorate delivers high quality programme supports and grant management services. We are expert leaders in programme and funding management and the delivery of excellent and continuously improving services that meet the needs and expectations of our customers, users and partners. Through our services and supports we work to equip our partners to meet programme requirements and deliver programme outcomes and impacts.

Job Description and Person Specification

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.

Role Requirements

Role Requirement 1

Programme Funding Management and Service Development

- Review and interrogate financial information received from beneficiaries for accuracy, completeness and compliance with programme requirements.
- Analysis of relevant and up to date data to inform decision making at management level
- Monitor the timeliness and accuracy of all data returned by beneficiaries/suppliers/implementing bodies.
- Respond to internal/external queries and information requests as appropriate.
- Review the work of Finance Support Officers and provide feedback and support where required.
- Follow up on recommendations to groups arising from verification/audit to assess implementation and progress of recommendations, within case management procedures.
- Produce formal reports and analysis at the appropriate stages of the programme.
- Assist in payment of funds to beneficiary groups via payment set up and other data inputs to Sun Accounts System to facilitate payment run process.
- Support UAT testing and execution.

Role Requirement 2

Administration/Operations Support

- Working closely with Finance Coordinator and Team Leads to ensure that all financial reports/returns are completed in a timely manner and are compliant with programme requirements.
- Oversight of data quality and validity: where issues are identified liaise with Finance Coordinator and Team Leads for direction on better data management.
- Identify appropriate beneficiary supports in relation to the programme.
- Organise and participate where necessary in training events and seminars and contribution to development of training support plans.
- Liaison with the Finance Coordinator on beneficiary case management and responding to day to day internal/external queries and information requests from beneficiaries, funders, PQs other Pobal directorates.
- Review, develop and maintain efficient and effective administrative and information systems.
- Work on Cross-company projects as required and participating in the development of annual/special projects as they emerge during the implementation of aspects of the Directorate
- Co-ordinate the efficient and effective dissemination of information and guidelines to nurture an increased awareness and professionalism across customer service.

Role Requirement 3

Team Support

- Engage in daily support and communications within the team so that all customer queries are actioned and resolved in a timely, efficient and knowledgeable manner.
- Provide regular updates to the relevant staff members on the processes' status.
- Act as a point of support and advise where other team members require additional assistance to manage particular customer issues and requirements.
- Support other functions across Social Inclusion and Employment when required and as business needs dictate.
- Support the development of knowledge through effective team communication and feedback to include standardised responses to issues and queries.
- Work in other units as required and business needs dictate.

Role Requirement 4

Service Excellence

- Utilise relevant methods, tools and processes to meet and exceed customer needs.
- Support organisational change and demonstrate flexibility in adapting to service needs.
- Participate in training/educational opportunities and provide feedback on opportunities to expand own and team skillsets.
- Engage with existing quality measures and be accountable for own performance against these.
- Provide ongoing evaluation of processes and procedures; suggest methods to improve area operations, efficiency and service to customers.







Required Experience

- At least 2/3 years' financial management/administration experience
- Strong organisational skills
- Capacity to review the work of colleagues
- Proficient in MS packages e.g. Word, Excel, Outlook coupled with SharePoint portals
- A proven customer service ethos with strong relationship building skills across business teams and external stakeholders
- Knowledge of workings within the community/voluntary/public sector is desirable.

Qualifications

- Relevant third level finance qualification (e.g. Certificate, Diploma, Accounting Technician/), or equivalent is essential

Pobal Core Competencies - Grade 2

GRADE 1 COMPETENCIES	EFFECTIVE PERFORMANCE INDICATORS
 <p>Delivery of Results</p>	<p>Takes responsibility for own work and sees it through to the appropriate next level</p> <p>Completes work in a timely manner</p> <p>Adapts quickly to new ways of doing things</p> <p>Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes</p> <p>Writes with correct grammar and spelling and draws reasonable conclusions from written instructions</p> <p>Identifies and appreciates the urgency and importance of different tasks</p> <p>Demonstrates initiative and flexibility in ensuring work is delivered</p> <p>Is self reliant and uses judgment on when to ask manager or colleagues for guidance</p>
 <p>Customer Service and Communication Skills</p>	<p>Actively listens to others and tries to understand their perspectives/requirements/needs</p> <p>Understands the steps or processes that customers & stakeholders must go through and can clearly explain these</p> <p>Is respectful, courteous and professional, remaining composed, even in challenging circumstances</p> <p>Can be firm when necessary and communicate with confidence and authority</p> <p>Communicates clearly and fluently when speaking and in writing</p> <p>Keeps manager informed about progress and problems</p>
 <p>Information Management / Processing</p>	<p>Approaches and delivers all work in a thorough and organised manner</p> <p>Follows procedures and protocols, understanding their value and the rationale behind them</p> <p>Keeps high quality records that are easy for others to understand</p> <p>Draws appropriate conclusions from information</p> <p>Suggests new ways of doing things better and more efficiently</p> <p>Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc.</p> <p>Has attained a competent level of ICT capability and can utilise the ICT tools available to them to support and inform analysis and decision making</p>
 <p>Teamwork</p>	<p>Shows respect for colleagues and co-workers</p> <p>Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate</p> <p>Offers own ideas and perspectives</p> <p>Understands own role in the team, making every effort to play their part</p>
 <p>Specialist Knowledge, Expertise and Self Development</p>	<p>Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.</p> <p>Clearly understands the role, objectives and targets and how they fit into the work of the unit</p> <p>Is committed to self development and continuously seeks to improve personal performance</p>
 <p>Drive and Commitment to Pobal's Values</p>	<p>Consistently strives to perform at a high level and deliver a quality service</p> <p>Is thorough and conscientious, even if work is routine</p> <p>Is enthusiastic and resilient, persevering in the face of challenges and setbacks</p> <p>Is personally honest and trustworthy</p> <p>At all times, acts with integrity</p>

Terms & Conditions of Employment

Salary	Grade 2 salary scale (€44,580 - €60,609)
Contract Type	1x Fixed Term Contract for a period of 3 years, subject to continuing Government funding 1x Fixed Term Contract to 31 December 2026, 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 can be located in any Pobal Office
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: April 7th, 2025

Applications will not be accepted after the closing date



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