



Human Resources Pobal – Job Description
Social Inclusion and Employment Directorate
European Union Funding Programmes PDU
Finance Manager/Controller - PEACEPLUS – Grade 4
PEACEPLUS Change Maker Funding Programme

About Pobal

Pobal works on behalf of Government to support communities and local agencies toward achieving social inclusion 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](#)

Pobal's role is to provide management and support services to 39 programmes, schemes and services in the areas of Social Inclusion & Inclusive Employment, Cross Border & Peace-Building and Early Years & Young People. Pobal focusses on supporting communities to achieve social inclusion, reconciliation and equality through integrated social/ economic development.

Pobal has been a primary implementing agent in successive PEACE Programmes and serves as a hub for all-island programmes relating to local and community development on both sides of the border.

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 support we work to equip our partners to meet programme requirements and deliver programme outcomes and impacts.

Job Description and Person Specification

Role	Controller – PEACEPLUS
Directorate	Social Inclusion and Employment
Unit	European Union Funding Unit
Grade	4
Reporting to	Head of Operations

Background

The Programme Delivery Unit (PDU) will lead the operational delivery of programmes from the beginning to the end of the programme lifecycle.

Each PDU will contain several programmes, grouped together thematically where possible. These Units will be made up of Manager(s), Development Co-ordinators, Administrators and Support Officers (if relevant) with skillsets and knowledge relevant to the Unit remit and functions to deliver a range of supports and services to organisations on behalf of Government Departments and Pobal.

The PDUs will work together in developing and applying common methods and templates to standardise processes and procedures across the PDU's. The PDUs will actively collaborate with other SIE Units and Pobal Directorates to deliver on the remit and to input on other relevant programme work that is led out by other Directorates. The PDUs will be committed to continuous service improvement and promoting service excellence.

About PEACEPLUS

PEACEPLUS is a unique cross-border structural funds programme aimed at reinforcing progress towards a peaceful, stable, and prosperous society in Northern Ireland and the Border Counties of Ireland. It represents the European Union's commitment to supporting the peace process across the region, with the first PEACE Programme launched in 1995. With an investment of €1.144bn to support projects it will promote peace and reconciliation and contribute to cross-border economic and territorial development.

PEACEPLUS is supported by the European Union, the UK Government, the Northern Ireland Executive, and the Irish Government. It is managed by the Special EU Programmes Body (SEUPB). PEACEPLUS comprises six themes, which encompass 22 individual investment areas.

Role Purpose

We are seeking an experienced Controller to oversee compliance of our EU-funded grant programme. This includes the verification and sign-off on lump sum simplified cost options, financial review of quotations for non-reference costs, and ensuring adherence to EU and national financial regulations. The Controller will play a key role in ensuring that the programme's budget, based on a Simplified Cost Option (SCO) model, is effectively managed and monitored. The Controller will work closely with project partners, auditors and funding authorities to maintain financial oversight and risk management.

The role will involve supervising an On-the-Spot Verification Visit Officer, ensuring compliance with EU regulations, and providing clear financial oversight throughout the project lifecycle.

The Controller within the EU Unit is to provide Service Excellence to our customers and colleagues by building a deep understanding of their needs, requirements and expectations and consistently meeting, and managing their expectations in a professional, courteous, and respectful manner.



The Controller within the EU Unit supports the delivery of high-quality verifications and performance services so that programmer's resources and requirements are appropriately targeted and supported to deliver Programme objectives and expected outcomes.

Key aspects of the role include supporting the EU Unit PEACEPLUS Manager in co ordinating:

- Funding disbursement in a competent and accountable manner.
- Verification of Milestones/Expenditure in relation to EU Grant Aid to ensure that expenditure reported by grant recipients in each grant report fulfils the grant conditions.
- Reports, profiling, and analysis.
- Verification, Control Function and Assurance on all aspects of payments, governance, and budgets.
- Ensuring adherence to EU Regulations and Directives including (but not limited to)
 - Common Provisions Regulation (EU) No 2021/1060
 - Interreg Regulation (EU) No 2021/1059
 - EU Directives on public procurement

The responsibilities of the Controller outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with business requirements.

Role Requirements

Role Requirement 1

Verification and Control

- Develop processes and procedures for the implementation of the control and verification functions for the programme.
- Develop and agree a risk-based approach to on-the-spot verification of projects for the duration of the programme delivery and agree with SEUPB.
- Ensure correct application of eligible costs, flat rates, unit costs, or lump sums as per EU guidelines for the specified Simplified Cost Option.
- Ensure that all expenditure items claimed are eligible, incurred and claimed in accordance with the Letter of Offer, EU Regulations, State Aid and UK Subsidy rules where applicable, and the EU Programme Operation Rules.
- Sign off on the verification of milestone completion to approve lump sum payments and ensure timely control and verification delivery.
- Report to SEUPB on completion and readiness for milestone payments through the Jems system.
- Deliver on programme funding by ensuring conditions for payment have been fulfilled and are in line with the Letter of Offer with regard to SCOs (Simplified Cost Option), flat rates, unit costs and/or lump sums.
- Develop, establish and maintain internal robust control systems to ensure effective financial monitoring. Record and manage information on programme commitments, payments and projections.

- Ensure all programme activities comply with EU grant regulations, national rules, and internal policies.
- Review project verification reports and ensure identified issues are addressed promptly.
- Maintain accurate financial records and ensure audit readiness.
- Conduct risk assessments to identify potential issues in the implementation of the Simplified Cost Option and recommend solutions.
- Work with programme team to identify claw backs and decommitments and appraise SEUPB of the requirement on a project-by-project basis.
- Coordinate with project partners to provide guidance on SCO reporting requirements and best practices.

Role Requirement 2

Programme Management and Service Delivery

- Keep up to date with EU funding regulation changes and adjust processes accordingly.
- Support key stakeholders, investigate service delivery issues and exceptions, addressing these in a proactive and solution focused manner.
- Analyse service performance, develop service development proposals, influence internal and external committees for changes, as necessary.
- Engage with, support, and monitor business planning processes for the Controller and On the Spot Verification functions of the PEACEPLUS grant programme, cascading from agreed Pobal Strategy, the programme of work with SEUPB and internal priorities to SI&E where they emerge.

Role Requirement 3

People Management

- Manage the On-the-Spot Verification Officer in planning, conducting, and reporting on on-site and desk-based verifications.
- Manage other staff, ensuring they are equipped with a clear understanding of requirements and expectations; are developed, supported, performance managed and valued as Pobal employees and as representatives of Pobal.
- Ensure good individual and team management structures are in place to support performance/staff management and development (1-2-1's, PEP's, Talentevo, Pobaltime, Blended Working Policy, Flexi time and all other relevant HR policies)
- Ensure that all staff adhere to all standards and procedures.
- Delegate work and ensure effective relationships in a team-working context.
- Work in collaboration with unit manager to ensure the correct team resources are in the right place, at the right time.
- Facilitate training and knowledge-sharing initiatives to improve financial control processes within the programme.

Role Requirement 4

Stakeholder Management

- Develop and manage effective relationships with external stakeholders, Departments and with key organisations to ensure coordination of supports to services.
- Liaise with auditors, funding bodies, and programme management to ensure smooth financial administration.
- Participate and manage meetings with SEUPB and EU auditors and provide necessary documentation as required.
- Collaborate with internal departments, project partners, and funding bodies to ensure smooth financial processes.
- Provide financial advice and guidance to programme staff and stakeholders.
- Support support partners in understanding and applying financial & SCO compliance requirements.
- Provide guidance on cost eligibility, procurement rules, and reporting best practices.
- Deliver training sessions on financial and SCO procedures and compliance for internal teams and external stakeholders.
- Regularly review feedback at all levels, learning from compliments, complaints and appeals with a view to service development and improvement.

Required Experience

- Candidates should have a minimum of 5-7 years of professional work experience in a relevant role, preferably with knowledge or background in verification of expenditure in relation to EU programmes.
- A knowledge of the EU Regulations and Directives is essential including:
 - Common Provisions Regulation (EU) No 2021/1060
 - Interreg Regulation (EU) No 2021/1059
 - EU Directives on public procurement
- Experience of working on EU Programmes and/or grant Management.
- Experience of Project management with an ability to prioritise and synthesise information in an analytical and systematic manner.
- Experience of operating consistently in a changing environment at an optimal level.
- Highly proficient in the use of MS packages e.g. Word, Excel, Outlook, Project, PowerPoint; Microsoft Dynamics CRM, SharePoint applications and ability to develop proficiency in other Project management, Business Information Systems, and online portals.

Qualifications

The requirements that must be fulfilled to become a Controller in the EU Programme are set by the Managing Authority and are based on EU Regulations.

Applicants must meet at least one of the following requirements:

- Be a member of a national accounting or auditing body or institution which in turn is a member of International Federation of Accountants (IFAC).
- Be a member of a national accounting or auditing body or institution without being a member of IFAC, but committing to carry out the management verifications in accordance with IFAC standards and ethics:
- Be registered as a statutory auditor in the public register of a public oversight body in a Member State in accordance with the principles of public oversight set out in Directive 2006/43/EC.
- Be registered as a statutory auditor in the public register of a public oversight body in a third country, partner country or OCT, provided this register is subject to principles of public oversight as set out in the legislation of the country concerned.

Other

- A driver's license & provision of a car for business purposes is desirable

Pobal Core Competencies – Grade 4

GRADE 4 COMPETENCIES	EFFECTIVE PERFORMANCE INDICATORS
 Management & Delivery of Results	<p>Takes responsibility and is accountable for the delivery of agreed objectives</p> <p>Successfully manages a range of different projects and work activities at the same time</p> <p>Structures and organises their own and others work effectively</p> <p>Is logical and pragmatic in approach, delivering the best possible results with the resources available</p> <p>Delegates work effectively, providing clear information and evidence as to what is required</p> <p>Proactively identifies areas for improvement and develops practical suggestions for their implementation</p> <p>Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively</p> <p>Sets standards and implements measures that demonstrate achievement and improvement, applies appropriate systems / processes to enable quality checking of all activities and outputs</p> <p>Service excellence, driving real commitment and engagement in the experience of the customer of our services as a means to continually improve</p> <p>Systematically and continuously appraise and improve the value and quality of the processes, systems and services we provide</p>
 Interpersonal and Communication Skills	<p>Builds and maintains contact with colleagues and other stakeholders to assist in performing role</p> <p>Acts as an effective link between staff and senior management</p> <p>Encourages open and constructive discussions around work issues</p> <p>Projects conviction, gaining buy-in by outlining relevant information and selling the benefits</p> <p>Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances</p> <p>Presents information clearly, concisely and confidently when speaking and in writing</p> <p>Collaborates and supports colleagues to achieve organisational goals</p>
 Judgement, Analysis & Decision Making	<p>Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors</p> <p>Takes account of any broader issues, agendas, sensitivities and related implications when making decisions</p> <p>Uses previous knowledge and experience in order to guide decisions</p> <p>Uses judgement to make sound decisions with a well reasoned rationale and stands by these</p> <p>Puts forward solutions to address problems</p>
 Team Leadership	<p>Works with the team to facilitate high performance, developing clear, realistic objectives and addressing and performance issues if they arise</p> <p>Provides clear information and advice as to what is required of the team</p> <p>Strives to develop and implement new ways of working effectively to meet objectives</p> <p>Leads the team by example, coaching and supporting individuals as required</p> <p>Places high importance on staff development, training and maximising skills and capacity of team</p> <p>Is flexible and willing to adapt, positively contributing to the implementation of change</p>
 Specialist Knowledge, Expertise and Self Development	<p>Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the Unit/Directorate/Organisation and effectively communicates this to others</p> <p>Has high levels of expertise and broad sector knowledge relevant to their area of work</p> <p>Provides strong team leadership in times of change/uncertainty and aids the implementation of change and organisational development by communicating with staff affected by change</p> <p>Focuses on self development, striving to improve performance</p>
 Drive and Commitment to Pobal's Values	<p>Strives to perform at a high level, investing significant energy to achieve agreed objectives</p> <p>Demonstrates resilience in the face of challenging circumstances and high demands</p> <p>Is personally trustworthy and can be relied upon</p> <p>Ensures that customers are at the heart of all services provided</p> <p>Upholds high standards of honesty, ethics and integrity</p>



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Terms & Conditions of Employment

Salary	Grade 4 Salary Scale (€65,071- €100,530)
Contract Type	Fixed Term Contract until December 31 st 2029, 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 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: May 1st, 2025



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Northern Ireland
Executive

www.northernireland.gov.uk



Riailas na hÉireann
Government of Ireland



pobal

government supporting communities

**The Change Makers programme supports projects through PEACEPLUS,
which is managed by the Special EU Programmes Body**



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