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| Job Title: | Administrator |
| Department/Division: | Finance |
| Business Unit: | Business Operations |
| Reporting To: | Finance Team Leader |
| Grade / Level: | Level C |
| Location: | East Point, Dublin |
| Reference number: | EI.101.24E |
| Salary: | €29,439 to €55,209 per annum contributory superannuation Rising to €58,823 by long service increments. |
| Closing Date: | Thursday 1st August 2024 |

Applicants must have the legal right to live and work and be available to work in the location.

Role Purpose

The role of Administrator - Finance Dept, will provide key support in ensuring all banking and cash management related processes are completed, overseas accounting returns are processed, and that the fixed asset register is updated, all within the required timeframes.

Key Deliverables

Banking & Cash Management;

- Preparation of weekly bank account reconciliations.
- Daily import of bank account statements to Oracle for matching to payments and receipts.
- Liaising with EI's banking service provider. Promptly resolving bank account transaction queries as they arise.
- Co-ordinate the approval and submission of daily payment files to the banking service provider
- Prepare transfers of funding to overseas office bank accounts.
- Disburse requests for petty cash in accordance with policy.
- Assisting with day-to-day administration of the on-line banking system.
- Assisting with the testing of changes and enhancements to the online banking system.
- Maintain and update exchange rate and bank account data in the Oracle system.

Overseas Office Accounting;

- Assisting with the processing of overseas office network monthly accounting returns
- Assisting with the audit and reconciliation of the overseas office accounting returns.
- Managing overseas office network cost recharges between Enterprise Ireland and Department of Foreign Affairs.

Fixed Assets;

- Assist with preparation of the quarterly analysis of fixed asset additions, disposals, relocations and update of the Fixed Asset Register.
- Assisting with the Fixed Assets Register annual verification process and reconciliations.

Functional Competencies (Key Skills & Knowledge)

- Accuracy, attention to detail and strong numeracy skills is essential.
- Proficient knowledge of the Office 365 systems including Microsoft Excel, Word and Outlook is essential.
- Experience of preparing bank account reconciliations and knowledge of how reconciling differences arise and are resolved is desirable.
- Knowledge and experience of using a large financial accounting application is desirable.
- Knowledge and experience of online banking systems is desirable. Knowledge of banking related developments (e.g. SEPA) and their impact is desirable.
- Ability to manage and prioritise tasks and to meet challenging deadlines.

Enterprise Ireland Behavioural Competencies

Results Focused

The ability to remain outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

Innovation and Risk-Taking

Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

Problem Solving and Decision-Making

The ability to be decisive and take tough decisions about clients, people and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

Client Focused

The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients project objectives and Enterprise Ireland strategy.

Communicating with Impact to Influence Others

Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

Teamworking

Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

Embracing & Leading Change

Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

Acting / Leading with Integrity

Lives the Enterprise Ireland purpose and values, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others, placing the genuine needs of the client, the organisation, and staff ahead of personal agendas.

Networking

Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Developing Yourself & Others

Creates an environment that enables others to excel in terms of job performance.

Salary Scale:

€29,439 to €55,209 per annum contributory superannuation

Rising to €58,823 by long service increments.

€28,171 to €52,589 per annum non-contributory superannuation

Rising to €54,284 by long service increments

Application and Selection Process:

The selection process may include short-listing of candidates. The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the requirements for the position. This should be contained in a short document (maximum 2 pages – see template provided) accompanying your CV.

Applicants should note that, for shortlisting purposes in particular, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of your supporting document accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.101.24E** to Maisie.doyle@osborne.ie to be received on or before **Thursday 1st August 2024**.

N.B. All correspondence will be acknowledged in writing by the HR Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact Maisie.doyle@osborne.ie

**Issued by the People and Change Department, Enterprise Ireland on Wednesday 10th
July 2024**

Enterprise Ireland is an equal opportunities employer.