

**Staff Opportunity**  
**Fixed Term until 31 July 2025**

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| <b>Title</b>         | Executive                                |
| <b>Grade</b>         | Level D                                  |
| <b>Department</b>    | LEO Centre of Excellence                 |
| <b>Business unit</b> | Entrepreneurship & Regions               |
| <b>Reporting to</b>  | Operations Manager, Centre of Excellence |
| <b>Location</b>      | Shannon, Co. Clare                       |
| <b>Job reference</b> | <b>EI.160.24</b>                         |

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**Applicants must have employment eligibility to work in Ireland  
and to be available to work from the Enterprise Ireland location specified for the role.**

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### **Role purpose**

The Budgets and Administration Unit of the LEO Centre of Excellence plays a key role in the dissemination of funding from the Department of Enterprise, Trade and Employment to the 31 Local Enterprise Offices (LEO). This enables the LEOs to deliver enterprise supports to start-ups and small businesses across the country. The unit leads the governance process of all LEO funding, through the Local Authorities, on behalf of Enterprise Ireland and the Government. The person appointed to this role will comply with best practice in financial process management and process implementation.

### **Key deliverables**

- Input into LEO budgeting, providing detailed financial analysis of all aspects of individual LEO budget estimates, ensuring accountability, compliance and eligibility of spend items
- Review LEO funding drawdown request letters, ensuring procedure and budget compliance. Consequently, draft payment request forms for transfer to EI Finance Department complying with internal procedures
- Review information posted to the Centre of Excellence cost centre, liaise with EI Finance Department to reconcile payment requests and Oracle records
- Contribute to the continued development of LEO financial reporting to ensure it accurately and consistently reports on time the financial activity of the LEOs taking account of the different financial management systems and processes of 31 separate local authorities. Develop user friendly guides and relevant procedure documentation
- Provide financial process guidance to LEOs and financial units of Local Authorities to ensure LEO financial reporting information is provided on time and is in adherence with LEO financial reporting procedure. Input into the development of appropriate training material and train LEO staff to adhere to the reporting procedures
- Collate and review financial information for the provision of reports to Enterprise Ireland and the Department of Enterprise, Trade and Employment
- Complete financial analysis of LEO expenditure for provision of evidence led information to support Centre of Excellence in issuing circulars to increase the LEO budget value for money
- Support financial auditing activity by third parties (Enterprise Ireland, Dept. of Enterprise, Trade and Employment Comptroller & Auditor General, Local Authority National Oversight and Audit Commission, Dept. of Finance) and ensure all financial information is fully compliant and in line with corporate governance requirements to meet individual third-party audit criteria
- Collate and review LEO refundable debtor information (quarterly) for inclusion at year end in the EI Annual Report. Provide analysis of LEO refundable debtors to inform policy development regarding refundable grants and pursuit of bad debts
- Input into the development of new LEO funding schemes
- Input into the unit response to finance related queries and requests for Parliamentary Questions, Ministerial Representations and Ministerial Speeches etc. Ensure accuracy of messaging and content of all financial data
- Draft tender documents for delivery of Centre of Excellence initiatives, liaise with EI Procurement Department regarding publication and evaluation of said documents

## **Functional Competencies (Key Skills & Knowledge)**

- Experience of analysing complex financial information, generating financial reports/budgets, assessing P&L's, assessing funding requirements and responding to detailed queries on financial information is essential
- A record of achieving targets in a deadline driven environment is essential
- Excellent financial and analytical skills combined with a professional accounting qualification is essential
- Demonstrated evidence of robust IT literacy (i.e. MS Office skills including Outlook, Word, Excel and PowerPoint) is essential
- Experience of using the Enterprise Ireland Oracle Budget Reporting System in a reporting context is desirable
- Knowledge of the Local Authority Agresso and Integra financial management systems is a distinct advantage
- Understanding of financial compliance and governance
- Proven ability and experience of initiating, fostering and maintaining strong working relationships with relevant stakeholders
- Excellent presentation and communication skills, including the ability to clearly explain technical concepts to non-technical audiences

## **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 look-out 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' 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.

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### **Salary scale**

#### **€50,501 to €72,534 per annum contributory superannuation**

Rising to €74,277 by long service increments

#### **€48,244 to €69,014 per annum non-contributory superannuation**

Rising to €69,970 by long service increments

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### **Application and selection process**

The selection process may include short-listing of candidates. The selection criteria will be based on the essential 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 these essential requirements for the position. This should be contained in a supporting document (maximum 2 pages – template attached) accompanying your CV.

To apply for the position, send a detailed CV and supporting document quoting reference number **EI.158.24** to [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com) to be received no later than **Friday 10<sup>th</sup> January 2025**

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 [hrconnect@enterprise-ireland.com](mailto:hrconnect@enterprise-ireland.com)

**ISSUED BY HR DEPARTMENT, ENTERPRISE IRELAND ON Friday 20<sup>th</sup> December 2024**

**Enterprise Ireland is an Equal Opportunity Employer**

[Recruitment Data Protection Statement | Enterprise Ireland \(enterprise-ireland.com\)](#)