Fixed Term Contract – 12 Months

Title:	Executive Assistant - Grant Payments
Grade:	Level B
Department:	Grant & Financial Operations
Reporting to:	Grant Payments Manager
Location:	East Point, Dublin
Contract Type:	**Fixed Term Contract – 12 Months**
Job Reference:	**004.EI.26E**
Salary:	**€28,358**
Closing Date:	**Monday, 16th November 2026**

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

Background

Enterprise Ireland is the Irish government's trade and innovation agency, supporting innovative Irish businesses to grow globally. We help ambitious, export-focused companies scale, create jobs and expand internationally. Our clients employ over 230,000 people across all regions of Ireland, making a significant contribution to the Irish economy.

Our strategy, Delivering for Ireland, Leading Globally (2025–2029), aims to 'Accelerate Sustainable Irish Business' by supporting exporting companies to drive economic growth and employment nationwide, with the long-term goal of making them the primary engine of the Irish economy. It focuses on four objectives: Start, Compete, Scale and Connect.

Enterprise Ireland delivers tailored support through start-up, scaling, innovation and leadership programmes, alongside funding and investment schemes. This is backed by approximately 850 staff across a network of offices in Ireland and 42 international locations, helping Irish businesses succeed globally.

Role Purpose

The Grants Team, part of the Grant & Financial Operations Department, is responsible for administrative activities associated with grant application, assessment, approval, contract preparation, desk and site inspection, payment, and audit of industry and third level grant offers. This Grant section of the Department is currently comprised of four teams - Grant Applications & Contracts, Grant Inspections x 2 and Grant Payments.

This role provides administrative support to the Grant Payments team in the processing and progression of grant claims. The role supports the effective operation of grant payment processes through the accurate recording and maintenance of claim information, coordination of documentation, engagement with stakeholders and administration of departmental systems and procedures.

Key Deliverables

- Provide administrative support to the Grant Payments team in the receipt, recording and progression of grant claims.
- Receive, register and maintain grant claim documentation, ensuring records and relevant systems are updated accurately and in a timely manner.

- Conduct initial completeness checks on claims and supporting documentation, identifying omissions or discrepancies and seeking additional information where required.
- Prepare grant claims and supporting documentation for review and processing in accordance with established procedures.
- Liaise with clients and internal stakeholders regarding routine claim administration matters and requests for supporting documentation.
- Escalate complex queries, outstanding documentation requests and other issues requiring further review to appropriate colleagues.
- Support the referral of claims for grant inspection, including inspections involving site visits or technical assessments, in accordance with established procedures.
- Support the preparation and progression of payment requests following completion of the required review and approval processes.
- Assist with maintaining effective departmental systems, processes and controls to support the recording, monitoring and tracking of grant claims throughout the claims process.
- Contribute to the achievement of team objectives by responding effectively to priorities, deadlines and changing business requirements.
- Play an active role as a key contributor to the team and provide administrative support for key projects within Grant Payments and the wider Grant Management function as required.
- Develop and maintain effective working relationships with colleagues and stakeholders to support the efficient delivery of services.

Functional Competencies (Key Skills and Knowledge)

- Strong administrative and organisational skills and experience, with the ability to prioritise work effectively, meet deadlines and support service delivery in a client-focused environment, are essential.
- Good numerical aptitude and the ability to process information accurately, with a high level of attention to detail, are essential.
- Good verbal and written communication skills, with the ability to gather and impart data and information in a clear, methodical and professional manner with internal and external stakeholders, are essential.
- Demonstrated evidence of strong computer literacy, including proficiency in Microsoft Office 365 applications (particularly Outlook, Word and Excel), together with the ability to learn new systems, technologies and processes, is essential.
- Successful completion of Accounting Technician Level 6 or equivalent is desirable.
- Experience working in an administrative, finance or regulatory environment is desirable.
- Ability to follow established procedures and processes consistently while identifying matters requiring clarification or escalation.
- Strong interpersonal skills and the ability to work collaboratively as part of a team while contributing positively to team objectives.
- Professionalism, confidentiality, discretion and sound judgement in the handling of sensitive information.
- Willingness to learn, develop new skills and undertake training as required.

Enterprise Ireland Behavioural Competencies:

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.

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.

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 you and others to excel in terms of job performance.

Salary Scale:

€28,358 to **€46,439** per annum contributory superannuation.
Rising to **€47,762** and **€49,102** by long service increments.

€27,274 to **€44,469** per annum non-contributory superannuation.
Rising to **€45,729** and **€47,000** by long service increments**.**

Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government Policy.

** Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant. **

Application and Selection Process:

The selection process may include shortlisting based on the essential requirements of the role. Applicants should clearly demonstrate, within the digital application form, how their skills and experience meet the essential competency and role requirements, providing specific and relevant examples to support their application.

To apply for the position, send a detailed CV and completed supporting document quoting reference number **004.EI.26E** to **enterpriseireland@osborne.ie** or contact Fiach O'Byrne on 01 638 4400.

ISSUED BY THE HR DEPARTMENT ON MONDAY, 2ND NOVEMBER 2026.

Enterprise Ireland is an Equal Opportunity Employer

RECRUITMENT DATA PROTECTION STATEMENT FOR ENTERPRISE IRELAND 2026 (Rezoomo)