

Title: Administrator
Grade: Level C
Department: Grant & Financial Operations
Reporting To: Finance Team Leader – Overseas Office Accounting
Location: East Point, Dublin
Job Reference: 025.EI.26E
Salary: €32,045
Closing Date: 2nd April 2026

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

Background

Enterprise Ireland's remit is to accelerate the development of world class Irish companies to achieve leading positions in global markets. Our clients, employing over 230,000 people across Ireland, make a significant contribution to the Irish economy. Our 2025-2029 strategy focuses on supporting Irish business to accelerate sustainably and increase their contribution to economic growth. The environment in which we and Irish businesses operate is constantly changing and Enterprise Ireland must be resilient and proactive in managing these risks and opportunities.

Role Purpose

The role of Administrator, Finance Department, is to administer the overseas office network accounting processes in a timely manner. The person appointed to this role will be responsible for ensuring all overseas accounting returns are completed and processed within the required timeframes.

The role also provides support and cover for the banking administrator when required for banking and cash management related processes.

Key Deliverables

- Co-ordinate and prepare the overseas office network monthly accounting returns for posting to Oracle.
- Carry out a detailed audit of the hard copy accounting returns, ensuring accordance with policies and procedures.
- Prepare overseas office bank account reconciliations for review and authorisation. Investigate and resolve any reconciling differences.
- Prepare monthly overseas office VAT reconciliations. Investigate and resolve any reconciling items
- Monitor the overseas office returns for data quality.
- Provide support to staff in the form of advice, training, and assistance on overseas office processes and procedures.
- Provide support and cover for the banking administrator when required.

Functional Competencies (Key Skills & Knowledge)

- Experience of preparing bank account reconciliations and knowledge of how reconciling differences arise and are resolved is essential.
- Experience of using IT systems, particularly MS Excel, Outlook and Word, coupled with an ability to learn new technologies and use EI's specific software systems is essential.
- Experience of managing and prioritising multiple tasks to meet challenging deadlines, coupled with accuracy, attention to detail, strong numeracy aptitude, skills and experience is essential.
- Demonstrated capacity to comprehend complex information and data for onward dissemination and ability to communicate it clearly and effectively, orally and in writing, is essential.

- Knowledge and experience of using a large financial accounting application e.g. Oracle Financials is desirable.
- Knowledge and experience of using online banking systems is desirable.
- Experience of working within a team to achieve shared goals, objectives and targets.
- Ability and willingness to take on other administrative tasks as required.

Enterprise Ireland Behavioural Competencies

Results Focused

Strong drive to achieve, with the ability to remain outcome and results focused with regard to multiple business priorities and organisational goals. Strong commitment to 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' 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

Expertise in building and developing teams, working collaboratively with colleagues, shares information and respect the opinions 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

The ability to lead, inspire, motivate, and energise yourself and others to creates an environment that enables others to excel in terms of job performance.

Salary Scale:

€32,045 - €58,599 per annum contributory superannuation

Rising to €60,510 and 62,435 by long service increments

€30,753 - €55,819 per annum non-contributory superannuation

Rising to €57,618 and 59,424 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 of candidates. The selection criteria will be based on the essential requirements of the position. Candidates should provide a detailed and accurate account of where they believe their skills and experience meet the requirements for the position.

Applicants should note that, for shortlisting purposes, clear evidence of the functional competency requirements listed as essential in this specification must be demonstrated as part of their answers in the digital application form.

To apply for the position, please send a detailed CV and supporting document quoting reference number **025.EI.26E** to TalentAcquisition@enterprise-ireland.com to be received on or before **2nd April 2026**.

***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
TalentAcquisition@enterprise-ireland.com***

ISSUED BY THE HR DEPARTMENT, ENTERPRISE IRELAND ON MONDAY, 16TH MARCH 2026.

Enterprise Ireland is an equal opportunities employer

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