

**Title:** Assistant Executive  
**Grade:** Level C  
**Department:** Financial Performance & Reporting  
**Division:** Finance  
**Reporting to:** Senior Executive, Financial Performance & Reporting  
**Location:** East Point, Dublin  
**Job Reference:** **054.EI.26E**  
**Salary:** **€32,045**  
**Closing date:** **17<sup>th</sup> June 2026**

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

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### **Background**

Enterprise Ireland is the Irish government's trade and innovation agency, helping innovative Irish businesses go global. We support ambitious, internationally focused Irish companies to grow, create jobs and achieve greater scale and global reach. Our clients, employing 230,000+ people across all regions of Ireland, make a crucial contribution to the Irish economy. Delivering for Ireland, Leading Globally (2025-2029) is our strategy that outlines our aims and ambitions for the Irish enterprise base and its purpose to 'Accelerate Sustainable Irish Business'. The ambition of the strategy is to support Irish exporting companies to make an even greater contribution to the Irish economy through international growth and nationwide employment, with the long-term ambition that exporting Irish companies become the primary driver of the Irish economy. The strategy sets out four strategic objectives for the Irish enterprise base; Start, Compete, Scale and Connect.

Enterprise Ireland supports businesses throughout Ireland with a comprehensive, tailored and client-focused approach. Its programmes include extensive start-up, scaling, innovation and management development programmes and supports, direct investment, funding seed and venture capital schemes and services, all of which is supported by a highly experienced employee complement of c.850 across a network of offices in Ireland and 42 overseas locations to help Irish enterprise succeed globally.

### **Role Purpose**

The successful candidate will be a key member of the Financial Performance and Reporting team, assisting Operations in the areas of budgeting, financial analysis and reporting. This team works closely with budget managers throughout the budgeting process, providing expertise on financial planning and budgeting.

The candidate will help develop capital and operational expenditure budgets, monitor performance against budget, and assist with providing accurate and timely performance information to the Senior Leadership Team. This team will also liaise with colleagues in Government Departments to report and provide insights on budget performance and budget planning. The candidate will assist in the preparation of the Statutory Accounts and the year end audit by the Comptroller and Auditor General.

### **Key Deliverables**

- Assist in preparing reconciliations, working papers and draft reports for internal and external reporting cycles.
- Assist with providing accurate and timely performance information to the Senior Leadership Team, support the preparation of monthly management accounts.
- Assist in the preparation of the Annual Financial Statements and the year-end audit by the Comptroller and Auditor General.
- Support the preparation of balance sheet and journal reconciliations.
- Contribute to financial assurance activities by verifying basic supporting documentation and highlighting gaps for escalation.
- Maintain and organise financial records, documentation and data sources.
- Help produce insights on financial performance of the agency to be provided to Government stakeholders, including Department of Enterprise, Tourism & Employment (DETE).
- Contribute to the identifying process and system opportunities to further develop Oracle Fusion EPM functionality and the adoption of same.
- Support the monitoring and reporting on budgets at department, divisional and agency level.
- Work with finance colleagues to support the budget managers in developing and analysing their capital and operational budgets, providing insights, challenge and support to ensure robust controls and accurate forecasts.
- Contribute to the production of annual and multi-year budgets for the agency, supporting senior team members in FP&R to liaise with relevant internal and external stakeholders to prepare balanced budgets for approval by the Senior Leadership Team and the Board.
- Analyse accounting data and support with the preparation of reports for various stakeholders, explaining the significance of matters of financial importance, and facilitating effective financial decision-making, management and control.
- Reconcile financial data between the financial management system and other systems.
- Support improvements to documentation, data processes and financial workflows.
- Support the wider Finance Team and take on other tasks or ad-hoc projects as may be assigned from time to time.
- Participate in rotational learning across FP&R: Forecasting, Reporting and Business Partnering.
- Maintain continuous learning and translate skills development into effective FP&R execution.

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

- Commenced or planning to commence a professional accountancy qualification is essential (e.g., ACA, ACCA).
- Excellent written and oral communication skills to ensure effective engagement across all relevant stakeholders is essential.
- Experience of managing and prioritising tasks to meet challenging deadlines while maintaining strong accuracy and attention to detail is essential.
- Demonstrated evidence of robust IT literacy (i.e., MS Office skills with working knowledge of Excel) is essential, coupled with experience of using an accounting system (ERP System such as Oracle desirable).
- Strong motivation to learn and develop in a structured finance environment.
- Experience in the preparation, analysis and reporting of budgets is desirable.
- Experience in the preparation of financial statements and related audit files is desirable.
- Experience working in or knowledge of the financial operations a non-commercial Semi-State Organisation is desirable.

- Demonstrable experience in a finance role is desirable but not essential.
- Ability to work on own initiative or as part of a team.

## **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' 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**

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

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

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

Rising to €57,618 & €59,424 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. \*\*

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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 the essential requirements. This must be presented in the mandatory application form (maximum 2 pages – template attached) accompanying your CV.

A complete application includes:

1. A completed mandatory application form
2. A copy of your CV

Failure to submit the mandatory application form and CV may result in your application not being considered.

To apply for the position, send a detailed CV and mandatory application form quoting the relevant job number **054.EI.26E** to [talentacquisition@enterprise-ireland.com](mailto:talentacquisition@enterprise-ireland.com) to be received **on or before Wednesday, 17<sup>th</sup> June 2026**.

***N.B. All correspondence will be acknowledged in writing by the Talent Acquisition Department within 3 working days. Applicants who do not receive an acknowledgement within 3 working days should contact [talentacquisition@enterprise-ireland.com](mailto:talentacquisition@enterprise-ireland.com).***

**ISSUED BY THE HR DEPARTMENT ON WEDNESDAY, 27<sup>TH</sup> MAY 2026.**

**Enterprise Ireland is an equal opportunities employer**

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