

Title: Administrator - Grant Payments Officer (x3)
Grade: Level C
Department: Grant & Financial Operations
Division: Finance
Reporting to: Grant Payments Manager
Location: East Point, Dublin
Job Reference: 061.EI.26E
Salary: €32,045
Closing date: 26th June 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, 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 Grants Team as part of the Grants & 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. The Grant section of the Department is currently comprised of four teams - Grant Applications & Contracts, Grant Inspections x 2 and Grant Payments. The Grant Payments (GP) section is responsible for receiving, expediting, and processing claims; carrying out desk reviews and ensuring technical reviews are completed and payment requests for valid claims are processed.

This role involves processing and drawing up payment requests for grant claims by verifying compliance with relevant grant conditions as outlined in program procedures guides. A Grant Payment Officer, is responsible for carrying out eligibility, completeness and verification checks on grant claims, ensuring expenditures are validated according to relevant Enterprise Ireland and other requirements.

Delivery of this role will incorporate the completion of comprehensive desk checks; the implementation of expenditure appeals processes to resolve any disputed costs and progression of formal requests for payments.

Key Deliverables:

- Receive, record and process grant claims in a timely manner and take ownership for portfolios of live claims as assigned by Supervisors.
- Work with team to develop and maintain effective departmental systems, processes and controls that ensure claims are recorded, monitored, and accounted for and status of each is known.
- Facilitate the smooth handling of claims and payments by building relationships with key third-party and industry stakeholders. Communicate process details to ensure they understand, offer technical advice and support, and address queries to help them fulfil grant claim requirements.
- Run all activities associated with processing of grant claims to include:
 - Reviewing all grant documentation received for accuracy and completeness.
 - Carrying out expenditure eligibility and verification checks prior to processing.
 - Liaising with clients and/or other relevant Enterprise Ireland personnel on grant claims where documentation or additional information is required.
 - Escalating to relevant Payment Supervisors if no response received to requests for additional documentation/reports.
 - Carrying out desk checks of expenditure items and ensuring supporting documentation is sufficient and appropriate.
 - Follow up with clients on expenditure appeals processes and documentation, logging expenditure appeal details on relevant Enterprise Ireland Grant Systems and excluding unresolved queries from payment requests, if applicable.
 - Update client data records and input claims details on relevant Enterprise Ireland Grant Systems as appropriate throughout each stage of the claims processes.
 - Reject incomplete claims and record on relevant Enterprise Ireland Grant system as appropriate.
 - Follow-up on and ensure that all grant conditions are complied with prior to drawing up payments.
- Send claims to Grant Inspection (GI) or representatives of non-GMT concurrently where site or technical inspections are required.
- Ensure that ERDF grant claims comply with established ERDF guidelines and checklists.
- Prepare payment requests based on the outcome of desk or site checks processes.
- Review, communicate and ensure Project Alteration Forms (PAFs) or Delegated powers forms and reimbursements are processed within defined timelines.
- Validate the expenditure process for equity clients.
- Respond effectively to business targets, priorities, and deadlines.
- Provide team support to colleagues in GP and other sections within GM, particularly at busy times during the year.
- Build networks and relationships with colleagues that assist the development of a professional, integrated and efficient approach to supporting clients.

Functional Competencies (Key Skills and Knowledge):

- Successful completion of the ATI Accounting Technician Apprenticeship programme or currently studying for a finance-related discipline is essential.
- Evidence of strong numerical aptitude, analytical and interpretation skills and experience is essential.
- Robust IT proficiency and experience using MS Office 365 applications including Microsoft Excel, Word and Outlook, coupled with capacity to quickly learn new applications, systems, technologies and procedures/processes is essential.

- Experience of managing and prioritising tasks to meet challenging deadlines while maintaining strong accuracy and attention to detail is essential.
- Strong oral and written communication skills to ensure effective engagement across all relevant stakeholders is essential.
- A knowledge of Enterprise Ireland grant offerings, including third level, and related processes and procedures is desirable.
- Experience of working in a finance-related function and/or regulatory environment is desirable.
- Knowledge of accounting and business systems terminology is desirable when discussing grant conditions and Enterprise Ireland/EU regulations.
- Ability to gather and impart data and information in a clear and methodical way.
- Ability to work on own initiative and use sound judgement to identify key conditions in proposals/grant agreements.
- Ability to absorb information and a willingness to undertake training and development to refine knowledge and skills, developing broad capability in third level and industry claims processes.
- Sound judgement, professionalism, confidentiality, and discretion.

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.

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. **

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 **061.EI.26E** to talentacquisition@enterprise-ireland.com to be received **on or before Friday, 26th 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.

ISSUED BY THE HR DEPARTMENT ON FRIDAY, 5TH JUNE 2026.

Enterprise Ireland is an equal opportunities employer

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