



Graduate Programmes


Launch your career as you support Irish businesses on the global stage

Title	National Graduate, Assistant Financial Management System (FMS) Specialist
<i>Department</i>	Business Process Improvement & Information Technology (BPI & IT) Department
<i>Role Purpose</i>	This is a graduate placement position for an Assistant FMS Specialist within the team of the Business Process Improvement & Information Technology (BPI & IT) Department of Enterprise Ireland
<i>Placement Duration and Location</i>	<p>This is a fixed-term 2-year contract and will run from 25 August 2025 to 24 August 2027.</p> <p>Located in Enterprise Ireland's Headquarters in East Point Business Park, Clontarf, Dublin 3.</p>

About Enterprise Ireland

Enterprise Ireland is the government organisation responsible for the development and growth of Irish enterprises in world markets. We work in partnership with Irish enterprises to help them start, grow, innovate, and win export sales on global markets. In this way, we support sustainable economic growth, regional development and secure employment.

Enterprise Ireland works with entrepreneurs and business people across the full business development spectrum - from early-stage entrepreneurs, to established business owners and large Irish multinational companies.



The Role

The purpose of the Business Process Improvement & Information Technology (BPI & IT) Department within Enterprise Ireland is to:

- Manage and support Enterprise Ireland's portfolio of Information Systems.
- Drive efficiencies and operational excellence across our core business operations.
- Deliver and continuously develop web platforms including online client services.
- Protect organisational data and strengthen staff's ability to identify cyber threats
- Develop technology platforms to support client engagement, knowledge sharing and collaboration.

In late 2023, Enterprise Ireland migrated from a legacy, on premise financial management system to Oracle Fusion Financials, a market-leading software-as-a-service cloud-based financial management system.

The Role of an Assistant FMS Specialist is as follows:

- Perform administration and monitoring tasks to support the daily finance operations and assist with platform security and management.
- Engage with third party service provider to ensure the timely completion of tickets and expedite resolution.
- Assist with the management of new software releases and help identify improvement opportunities.

Key Deliverables

The successful candidate will join the Business Process Improvement & IT team whose responsibilities are to lead and assist in:

- Manage user accounts, assigning and removing access as approved by Finance Department Manager and other line of business managers in line with least privilege access principles.
- Log and triage FMS user support requests, determining which should be passed to the platform support and maintenance service provider for resolution.
- Assist in the management of the quarterly update release process and its demonstration to FMS finance/procurement users.
- Engage with internal staff and third-party partners to prepare and communicate schedules for successful deployment of updates.
- Assist with the development of a documentation on specifications, customisations and other relevant areas to Enterprise Ireland.

- Assist the FMS IT Team lead with the maintenance of customer service levels with the support and maintenance partner and raise issues promptly.
- Maintain FMS user licenses within the authorised thresholds.
- Gain valuable experience working with a world class dynamic FMS platform and leading cloud technologies.

This position is for someone who enjoys working collaboratively and is comfortable engaging with different teams across the organisation. The ideal candidate will be a dependable team player who is enthusiastic, eager to learn, and committed to delivering user-focused solutions. They should be adaptable and capable of contributing to a variety of technical and operational tasks.

Requirements

- Candidates require a minimum of a (NFQI Level 8) 2.2 degree with ideally a digital technology focus. In order to be eligible, you must have graduated between January 2023 & August 2025.
- Has a keen interest and enthusiasm in the application of digital technology in the business world.
- Has strong skills with Office365, Teams, OneDrive and SharePoint.
- Excellent verbal and written communication skills.
- Ability to prioritise, track and complete multiple tasks.
- Working knowledge of SQL would be an advantage.
- Previous knowledge of creating/updating reports would be an advantage.
- Strong work ethic; self-starter & highly motivated. Ability to meet & exceed project deadlines & milestones.
- Comfortable engaging with multiple stakeholders across different areas and levels of the organisation.
- Must be committed to self-development and be enthusiastic about acquiring new skills and knowledge.
- Strong project and task management capabilities across multiple priorities.
- Eligibility to work under an Irish contract of employment for the duration of the programme is essential.
- Native or fluent level of written and verbal English is required.

To apply for this position, please send your CV to graduates@enterprise-ireland.com by Friday 01 August 2025.

