

Marine Institute Job Description

Position	Assistant Accountant (HEO)
Grade & Contract	Temporary specified purpose contract for a maximum duration of up five years to December 31st, 2029 (Administrator Grade / HEO)
Service Group	Corporate Services
Location	Marine Institute, Rinville, Oranmore, Co. Galway (The Marine Institute has a Blended Working Policy in Place)

Who will you work with and what will the role involve?

The Assistant Accountant will work with the Marine Institute Finance Department. The Finance Department deals with the short and long-term financing of the Marine Institute operations, both of a revenue and capital nature. It has a key role in leading and managing an effective and responsive service unit to support service delivery in the Institute. The Institute's 2024 revenue budget is circa €80m, which provides for operational activities and is funded through government grants namely the Department of Agriculture, Food and the Marine, grants from other government department/agencies linked with the multiple externally funded projects via a service level agreement (SLA), EU and Irish research funding and commercial vessel income.

The individual will have a significant role in the management of funding, drawdown requests linked with the multiple externally funded Projects and Service Level Agreement (SLA) programmes. This will apply to financial and compliance requirements for the Department of Housing, Local Government & Heritage, Department of Environment, Climate and Communications and SEAI.

The Assistant Accountant is a senior position within the Finance Department reporting to the Head of Finance and Finance Team Lead. The successful candidate will be responsible for accounting for the receipt and drawdown of grants in line with service level agreements, accounting for expenditure, forecast and cash flows of the grants from other government departments. They will be responsible for introduction of new initiatives, policies and procedures and working with multidisciplinary teams. The successful candidate will work in a dynamic and progressive environment. Additionally, they will support the Finance function in delivery of management information and assistance to our staff in delivery of organisational objectives.

They must be able to take ownership of tasks and work on their own initiative. They will also be expected to build effective relationships with internal and external stakeholders, and to apply judgement and flexibility in a challenging and fast-moving environment. They will have the confidence to presence to work closely with a broad range of people.

What will you be doing every day?

Principal Tasks:

Grant and Funding Management

- Management of the drawdown process and grant funding from other government departments, ensuring that all grants received are accurately recorded and funds are drawn

down in accordance with service level agreements requirements (SLAs).

- Grant Management will include overall responsibility for the preparation of prefunding grant requests, management and forecasting of income and expenditure on programmes and their impact on the cash flow of the Institute.
- Projecting future grant-related financial activity, including anticipated receipts and expenditures.
- Preparing budgets, forecasts, and expenditure profiles for all grant funding from government departments, ensuring that financial planning is thorough and aligned with grant requirements and organizational objectives.
- Working closely with Marine Institute programme managers linked with any externally funded projects under SLA programmes to coordinate and facilitate drawdown requests.
- Ensuring that only eligible expenditures as allowed under SLAs are claimed and providing evidence and backup documentation for any queries raised.
- Monitor and review overheads income earned from SLA and ensure that any incremental costs from these programmes are covered by overheads.
- Calculation of time and charge rates for costing on project proposals.

Financial Management

- Provide assistance in the timely and accurate completion of monthly management accounts and reconciliations.
- Assist with preparation of relevant elements of annual financial statements.
- Procurement and supplier expenditure reviews to ensure compliance with procurement procedures and Code of Practice requirements
- Provide support in the timely and accurate completion of the annual budgets, forecasts and multi-year financial projections.
- Liaise with internal and external stakeholders including Marine Institute Senior Management and staff from other government stakeholders.
- Updating policies and procedures to support colleagues to maintain and improve our governance processes.
- Supporting the team in its preparation for and during internal and external audits, acting as contact for auditors as required.
- Take a support role in the monitoring of the fixed assets of the Institute in line with the Fixed Asset Policy
- Support the finance team with the implementation and testing with the migration from the current version of our finance system
- Change Management- Support the team in proposing new initiatives and driving efficiencies both operational, systems and e-learning to enhance the functioning of the finance team and the Institute.

Governance and Compliance

- Review and update financial and governance policies, procedures and framework documents in line with Marine Institute requirements, current relevant legislation and codes of practice.
- Implementation of technical solutions within the areas of Governance, Finance and Risk Management / Business Continuity Planning.
- Support the Director of Corporate Services with Governance and Finance projects and reporting.

- Support Annual Report compilation including and Corporate Sustainability Reporting
- Review of legal documentation (contracts, service level agreements etc.) and liaison with legal advisors.

General

- Any other duties appropriate to the grade and role as required from time to time.

What do you need to have done to apply for this role? (Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training)

Essential / Important:

- A relevant third level qualification or educational record in accounting, ideally holding a part qualified or qualified professional accounting qualification (degree equivalent).
- A minimum of two years relevant experience working with demonstrable evidence of success in accounting, finance, audit or payroll.
- Industrious, decisive, have a proven ability to use their own initiative while at the same time working well as a team player.
- Experience with accounting software packages and Microsoft packages particularly excel.
- Excellent leadership and communications skills with the ability to communicate effectively at all levels both verbally and in writing.
- High levels of numerical and literacy skills and is detailed oriented.
- Experience in preparing for audits, supporting audits and in liaising with auditors.

Ideally nice to have / Desirable

- Experience working in a relevant role in the public sector
- Satisfactory knowledge of public service requirements including public sector accounting, grant funding, public procurement and tendering and the Code of Practice for the Governance of State Bodies.
- Experience in maintaining and developing policy documentation
- Knowledge of data protection and GDPR as it applies to a financial data
- Experience in use of Microsoft Dynamics Navision or equivalent ERP system
- Experience in use of Core/Access HR or equivalent payroll system
- Experience in risk management
- A full driving licence and access to own transport.

What else do you need to know? (Special personal attributes required for the role)

- An ability to work in an organised manner and progress work independently, managing time effectively to deliver multiple outputs on time.
- Ability to work to strict deadlines and to remain focused when multiple important deadlines coincide.
- Solutions orientated with excellent initiative and problem-solving skills.
- Possesses sound, balanced judgement and strong analytical abilities.
- Experience in collaborating with members of a diverse team.
- Strong interpersonal skills and the ability to communicate effectively at all levels.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs.

- Ability to effectively communicate in written and audio-visual formats.

Description of Service Group: Corporate Services – The wider team

The Corporate Services Group includes Finance, Human Resources, Facilities and Services, Communications and Library & Information Services as well as Corporate Governance & Compliance, Procurement, Tendering and Contracts Management. The group also has responsibility and oversight for the General Data Protection Regulations. These teams provide vital support to each of the Marine Institute staff countrywide, helping to deliver a consistent and high-quality service in line with the strategic objectives and priorities of the Institute.

Who will you report to and who will manage and work with you?:

The successful candidate will be based at the Marine Institutes Oranmore Headquarters and will report to the Finance Manager and or the appropriate designate as agreed with the Director of Corporate Services.

What we offer

We value our staff, and we value their contribution to the work of the Marine Institute. In return for this, we provide benefits that promote a healthy work-life balance and which we hope will help them to develop professionally. These include personal and career development, work/life balance policies, an employee assistance programme, “Bike to Work” Scheme, staff medicals and annual flu vaccination.

Contacts:

Within the Marine Institute:

Finance Manager and Team, Director of Corporate Services, Corporate Services Managers and Teams, and Directors, Managers and teams across the Marine Institute.

Outside the Marine Institute:

Government Departments, State Agencies, Service providers, OCAG, Other External and Internal Auditors,

Salary:

Remuneration is in accordance with the public sector, Department of Finance approved salary scale for Higher Executive Officer Administrator (HEO) which runs from €58,264-€73,378 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €58,264 and become a member of the Single Public Service Pension Scheme unless you are currently or have worked in the Public Sector in the past 6 months and are a member of another Public Sector Scheme.

Annual Leave:

Annual leave entitlement for a HEO – Higher Executive Officer Administrator is 29 days per annum. Annual leave entitlement for this position will be pro-rated in accordance with the duration of the contract awarded. Annual leave entitlements are exclusive of public holidays and is managed using the time and leave management system and policies in place in the MI.

Duration of Contract:

This temporary specified purpose contract of employment will run for up to December 31st, 2029, subject to funding continuing and being available from the externally programmed monies funding this support role. The successful candidate will be on probation for the first 9/nine months of this contract.

Who is the Marine Institute?

The Marine Institute is a non-commercial semi-state body, which was formally established by statute (Marine Institute Act, 1991) in October 1992.

Under the Act, the Marine Institute was given the responsibility:

“to undertake, to co-ordinate, to promote and to assist in marine research and development and to provide such services related to marine research and development, that in the opinion of the Institute will promote economic development and create employment and protect the marine environment”.

The Marine Institute is the national agency responsible for marine research, technology, development and innovation (RTDI). The Marine Institute seeks to assess and realise the economic potential of Ireland’s 220-million-acre marine resource; promote the sustainable development of marine industry through strategic funding programmes and scientific services; and safeguard the marine environment through research and environmental monitoring. The Institute works in conjunction with the Department of Agriculture, Food and Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

Our vision - The Marine Institute, as a global leader in ocean knowledge, empowering Ireland and its people to safeguard and harness ocean wealth.

Our Mission - The Marine Institute, provides government, public agencies and the maritime industry with a range of scientific, advisory and economic development services that inform policy-making, regulation and the sustainable management and growth of Ireland’s marine resources. The Institute undertakes, coordinates and promotes marine research and development, which is essential to achieving a sustainable ocean economy, protecting ecosystems and inspiring a shared understanding of the ocean.

In order to achieve this vision, the MI have six service areas; (1) Ocean, Climate and Information Services, (2) Marine Environment & Food Safety Services, (3) Fisheries Ecosystems Advisory Services, (4) Irish Maritime Development Office, (5) *Policy, Innovation and Research Services* and (6) Corporate Services.

The Marine Institute 5 Year Strategic Plan (2023 to 2027) is available [Here](#)

How to Apply:

A C.V. and letter of application, summarising experience and skill set applicable to the position should be emailed to recruitment@marine.ie or posted to Human Resources at the Marine Institute, Rinville, Oranmore, Galway. All correspondence for this post should quote reference **CS/HEO-Finance/MAR25**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon on the 23rd of March 2025**. Unfortunately, late applications cannot be accepted.

Use of Data - all personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our General Data Protection Regulation Policy and data retention schedule. All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

The Marine Institute is an organisation that champions Diversity, Inclusion & Equality for all. We encourage and welcome applications from anyone interested in this role. Please do advise if there are any special accommodations required for the recruitment process. We are here to help you access opportunities with us.