

Role Specification

Job Title: Assistant Manager
Grade: 7
Unit: Funding
Reporting to: Manager, Funding
Location: SOLAS, Block 1, Castleforbes House, Castleforbes Road, Dublin 1
Ref: 641

Closing date for receipt of completed applications is Wednesday, 23 September 2026 at 12.00pm (Noon)

Role Summary

SOLAS is the state agency responsible for Further Education and Training (FET) in Ireland, driving the responsiveness, innovation, transformation, sustainability, and success of the FET and apprenticeship systems. This is done by setting strategy, channeling investment, leading implementation, and ensuring accountability across FET providers, with an overriding focus on the needs of their learners and apprentices, to maximise the impact of State investment.

SOLAS is seeking an experienced, highly motivated and capable individual to support the Manager in the efficient and effective delivery of key funding-related activities which contribute to SOLAS achieving its objectives. This includes supporting the operation and continuous improvement of robust funding processes in relation to the significant funding SOLAS provides to the FET sector in Ireland.

The role will report to the Grade 6 Manager and will require an Assistant Manager with strong digital, numerical, written and verbal communication skills. The Assistant Manager will support engagement with a diverse range of internal and external stakeholders, contribute to effective planning and organisation across multiple activities, and assist in meeting deadlines and delivering agreed outputs. The Assistant Manager will demonstrate initiative in supporting the ongoing development of robust guidelines, processes and systems in Funding, as well as contributing to cross-functional work with other Business Units to promote best practice and support the FET system.

Key Responsibilities

- Support the management and delivery of robust processes in relation to annual FET funding activities, including assisting internal teams across different business units through effective planning, reporting, and assurance mechanisms.
- Support the oversight, continuous development, and operation of financial reporting systems to help identify and address potential challenges in a timely manner.
- Contribute to transformation initiatives in the area of FET funding, including supporting the development and implementation of an outcomes-based funding model for FET provision, aligned with FET Strategy, organisational goals, and the outstanding actions from the FET funding model review.

- Prepare regular and ad-hoc reports on financial data including preparation of analysis to support insights on outcomes across the FET sector and to assist in demonstrating how State investment is being maximised.
- Support the review and analysis of financial and non-financial information provided to SOLAS across the FET system, including financial returns, Audited Financial Statements and Internal Audit reports, helping to identify risks, concerns, and emerging issues which may require follow-up with relevant stakeholders.
- Build and maintain strong collaborative working relationships with colleagues across all functions of SOLAS promoting flexibility, collaboration and a 'one-team' ethos across the Business Units.
- Responsible for leading the team through change management and continuous improvement activities through practical support, clear communication, and hands-on engagement.
- Manage own work and support the work of others in response to changing priorities, maintaining high levels of professionalism, sectoral knowledge, and a 'can do' attitude.
- Support the management of risk associated with FET system funding, including assisting with responses to audit queries, Parliamentary Questions, requests from DFHERIS, and queries from internal and external stakeholders.
- Ensure that the reputation of the organisation is properly protected, demonstrating the highest level of integrity in all areas of work and interaction with internal and external stakeholders.
- Engage, as required, with government departments, ETBs, ETB Shared Services, agencies and other key external stakeholders to support the ongoing operation of the FET system.
- Provide day-to-day support, guidance and direction to team members, ensuring efficient use of organisational resources and contributing to the identification and management of staff development needs.
- Deputise for the Manager as required.
- Any other duties relevant to the role, assigned from time to time by the Manager/Director.

Requirements:

Essential

- NFQ/QQI level 8, or equivalent standard of education in relevant field is the minimum required and/or relevant work experience.
- Minimum of 3 years' relevant working experience in the Funding area of a public sector or similar complex organisation, ideally within the FET/HEA Sector.
- Proven experience of dealing with multiple demands and competing priorities and meeting tight deadlines.
- Previous experience in a results focused environment demonstrating excellent digital, numerical modelling and critical thinking skills.
- Excellent information technology skills, including strong working knowledge of Microsoft Office (Excel, Word, PowerPoint, Teams).
- Proven ability to innovate and develop new processes / initiatives, with the capacity to understand, review and update existing processes.
- Ability to demonstrate the highest level of professional integrity at all times.

- Excellent written English communications skills, including experience in analysis, editing and report writing.
- Ability to present technical content in a clear, concise manner.
- Previous experience in managing a team.
- Recognised ability in relating effectively with a diverse range of people internal and external to the organisation.

Desirable

- A recognised qualification in financial management or a similar discipline.
- Demonstratable experience or knowledge of the FET, Tertiary and/or educational sectors.
- Experience working independently and taking initiative.