



Role Specification

| | |
|----------------------|----------------------------|
| Title: | European Finance Officer |
| Grade: | 8 |
| Unit: | Finance |
| Reporting to: | Project Manager EU Finance |
| Ref: | 360 |

Role Summary:

Assist with management of the high level processes related to the SOLAS ESF claims procedures. Process detailed ESF claims based on submissions from ETB's. Assist with managing the on-going interaction with internal and external auditors relating to ESF claims.

Key Tasks/Responsibilities:

- Process various financial ESF declarations submitted by ETBs for the 2014–2020 Operational Programme and the 2021-2027 Operational Programme in accordance with the EU Finance unit's ESF procedures.
- Process ESF non-financial indicator data declarations submitted by ETBs for the 2014–2020 Operational Programme and the 2021- 2027 Operational Programme in accordance with the EU Finance unit's ESF procedures.
- Process financial and non-financial declarations for the 2021-2022 National Recovery and Resilience Plan.
- Assist with the updating of well documented procedures relating to the SOLAS ESF function.
- Liaise with all parties in the ESF cascade including the Managing Authority and Certifying Authority in relation to all ESF matters as necessary.
- Develop as a point of contact with Education and Training Boards regarding on-going communication on a wide range of ESF issues.
- Liaise with and support the Audit Authority in Ireland in relation to their work on the audit of ESF declarations. Review audit findings, co-ordinate feedback and respond with appropriate actions wherenecessary.
- Liaise with European Commission auditors and the European Court of Auditors in relation to all ESF matters as necessary.
- Assist and support the processing of European Globalisation Fund claims when required.

- Implement systems in place to avoid duplication of ESF and EGF.
- Prepare Financial and Statistical information for the ESF Monitoring Committee meeting held twice annually and co- ordinate the return of an annual progress report.
- Any other duties as required by Management from time to time.

Requirements:

Essential:

- Significant accounting or IT experience preferably supported by progress towards an accounting or IT qualification.
- Good IT skills and be comfortable working in a complex IT environment.
- Specific and detailed knowledge in the use of Excel spread sheets.
- Some experience liaising with auditors regarding all aspects of financial and control assessment.
- Excellent communication skills