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| Position | Accounts Executive (EO) |
| Contract | Full-time; Indefinite Duration |
| Service Group | Corporate Services |
| Location | BIM Head Office, Dún Laoghaire, Co. Dublin (Hybrid working subject to agreement) |

Brief description of BIM:

BIM is a non-commercial semi-state body, which was formally established by statute (Irish Sea Fisheries Act 1952). It is the Irish State agency responsible for developing the Irish seafood industry. It is an agency of the Department of Agriculture, Food and the Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

The organisation has five business units: Seafood Technical Services, Skills Development Services, Corporate Services, Development and Innovation Services, Economic and Strategic Services and these are supported by Corporate Communications. BIM's head-office is in Dún Laoghaire, Co. Dublin. In supporting the seafood sector, BIM's staff are also strategically located in the coastal communities which they serve, including offices in Galway and Killybegs. In addition, BIM's two training colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork. Finally, BIM's SIH (Seafood Innovation Hub) is located in Clonakilty, Co. Cork where it supports innovation and sustainability among Ireland's seafood industry.

BIM's strategy aims to enhance the competitiveness of the Irish seafood sector focusing on the following key strategic priorities:

- Lead and nurture leadership
- Deliver results with solutions that effect change
- Invest for long-term growth
- Protect our environment and our sector

Our Mission

To support and enable an increase in value creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.

Our vision

We will partner with the Irish seafood sector in every possible way, with intent and urgency, to identify and drive the changes needed to ensure its sustainable future.

For further information on the above please follow the link: <https://bim.ie/publications/corporate-strategy/>

Description of appropriate Service Group:

Corporate Services

Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Fleet Services, Investment Services and Ice Plant network within BIM.

Summary of the Role:

The Accounts Executive will work within the Finance Team of Corporate Services and will play a vital role in the efficiency and productivity in the overall Finance Team. This role will report into the Head of Finance and will hold the responsibility for any key accounts and finance tasks within the team.

Background to Requirement:

BIM is the Irish State agency responsible for developing the Irish seafood industry. It supports the Irish seafood industry and communities in ensuring that aquatic and maritime resources are used sustainably.

The Accounts Executive is a key member of the Finance Team provide support and oversight across the portfolio of financial activities for BIM.

Principal Tasks:

- Generating internal and external financial reports and providing relevant analysis.
- Engagement and coordination of annual audits.
- Procurement and Compliance reviews.
- Travel and Subsistence system oversight, administration, and payment processing.
- Administration of the purchase ledger function.
- Bank reconciliations and petty cash administration.
- Fixed Asset Register review and oversight.
- Budget advice and support for BIM business units though expertise on systems and data analysis.
- Supporting projects as needed with financial advice and support.
- Assisting with Payroll requirements as needed.
- Drive cost reduction by identifying process improvements.
- Provide assistance to the wider finance team as required.

Other:

To perform any other related duties as might reasonably be required and which may be assigned from time to time.

Reporting Structure:

Head of Finance

Contacts:

Within BIM

Corporate Services Director, BIM staff in Finance Team and other members of the Corporate Services Unit.

Outside BIM

DAFM, auditors, Revenue Commissioners and any other regulatory bodies.

Training

There are no mandatory training requirements for this role.

Training needs will be identified through our Performance Management System.

Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training

Essential:

- Relevant 3rd level qualification in business/finance.
- An accountancy qualification or part-qualification (ACCA/ACA/CIMA) would be a distinct advantage.
- A minimum of 3 years' experience of working in an administrative function within an automated finance environment.
- Excellent understanding of business processes across various financial areas including procurement, payroll and credit control.
- Demonstrate an aptitude and ability to identify processes for improvement and be capable of delivering related projects to a successful conclusion.
- Working knowledge of public procurement processes.
- Strong organisational skills, ability to prioritise and meet deadlines.
- Excellent attention to detail and analytical abilities.
- Effective written and verbal communication skills, including presentation skills.
- Experience of financial systems e.g. Europay, Microsoft Dynamics NAV, JET Reports, etc.
- Proficiency in the use of Microsoft 365, ERP solutions, and CRM systems.

Desirable:

- Procurement specific qualification.
- Experience of working in a finance or procurement team in the public sector.
- Experience of Microsoft Dynamics NAV.

Special personal attributes required for the position:

- Excellent leadership and strategic planning skills.
- Highly motivated in ensuring BIM delivers an excellent service to its stakeholders.
- Actively encourages a collaborative and supporting working environment.
- Good personal organisational and priority-setting skills, with the ability to manage multiple priorities.
- Change management experience in a similar role.
- Capable of working independently as well as being an effective team player.
- Excellent interpersonal and communication skills, with the ability to positively interact with people in a multi-disciplinary and multi-cultural environment.
- Values the sharing of information, life-long learning and strives for continuous improvement in a co-operative environment.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for EO Grade, with a salary range of €33,812 - €56,127(as of 1st March 2023) per annum pro-rated with time worked. Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public sector.

You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in line with relevant circulars and rules.

Annual Leave:

Annual leave entitlement for this role is 23 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with BIM leave policies, by your manager or their authorised representative.

Duration of Contract:

An employment contract of indefinite duration will issue for this role at the discretion of BIM subject to satisfactory performance at the required level and completion of the required probation period. The successful candidate will be on probation for the first six months.

How to Apply:

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#) , summarising experience and skill sets applicable to the position should be emailed to jobs@bim.ie or posted to Human Resources of BIM, Crofton Road, Dún Laoghaire, Co. Dublin.

The closing date for Applications is 5 p.m. 1st September 2023.

Please note that there may be more than one interview stage in the recruitment process for this role and that BIM may request the selected candidates to present a short presentation on a pre-selected topic at the

final interview stage. Please note that late applications will not be accepted.

Any queries in relation to this role should be emailed to jobs@bim.ie.

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.

BIM is an equal opportunities employer

