

# Candidate Briefing Pack

Head of Finance (AP)

Closing date for applications:  
15<sup>th</sup> January 2025



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 four business units: **Corporate Services, Development and Innovation Services, Economic and Strategic Services, Seafood Technical Services**, and these are supported by the office of the CEO. 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 Clonakilty, Galway and Killybegs. In addition, BIM's two National Fisheries colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork.

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.

#### **Our Values**

Trust  
Partnership  
Teamwork  
Inclusion  
Integrity



## Role Profile

Job Title:	Head of Finance (AP)
Contract:	Contract of Indefinite Duration
Location:	BIM Main Office, Dún Laoghaire, Co. Dublin. (Application for alternate BIM Office possible. Hybrid may also be applied for)
Reporting to:	Corporate Services Director
Business Unit:	Corporate Services
Overview of Business Unit:	Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Facilities, Investment Services and Ice Plant network within BIM.

## Overview of Role

The Head of Finance will lead the Finance Team of Corporate Services and will be responsible for setting the vision for the function to align with BIM's strategic goals and ensuring the efficient delivery of finance, procurement, data governance, risk management, legal and compliance services ensuring adherence and compliance with BIM's policies and procedures and the delivery key strategic projects.



## 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 Head of Finance will lead the Finance Team of Corporate Services which plays a key role in the Corporate Services Unit.

## Key Responsibilities

- Supporting BIM's governance and strategy, to include the preparation of annual, monthly and any ad-hoc reports and other briefing papers as required.
- Be responsible for facilitating the preparation and regular review of the Financial Policies & Procedures Manual, and all other governance and compliance policies and SOPs.
- Monitor developments and ensure compliance with accounting standards and any other compliance requirements.
- Preparation of BIM's annual financial statements.
- Liaise with auditors and manage all BIM financial and governance audits (internal and external).
- Manage, monitor and develop all financial and compliance information systems.
- Manage all aspects of finance, including, but not limited to: fixed assets, banking, income and debtors, payments and creditors, travel expenses and payroll.
- Management of compliance across procurement, parliamentary questions, GDPR, FOI and AIE.
- Manage grant financial assessments and input to application review/approval processes.
- Lead, motivate and develop staff, including performance management.
- Undertake any ad-hoc projects as required.
- Manage funding, budgets and cashflow.
- Lead budget preparation as well as provide and advise and interact with senior management on their budgets and finance governance in respect of their area of responsibility.
- Formal reporting to DAFM and any regulatory bodies as required.

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



## Essential Experience and Qualifications

- An accountancy qualification (ACCA/ACA/CIMA/FCA).
- Experience of leading a Finance team or governance functions with the capacity to quickly acquire an understanding of, and appreciation for, BIM's role and objectives and of the context within which it operates.
- Experience of implementing best practice corporate governance.
- Experience of implementing significant change management projects.
- Experience of working with Government Departments and State Agencies at a senior level.
- Proven leadership experience at a senior level, developing high performing teams in order to deliver on BIM's organisational objectives.
- Sound knowledge of governance and risk management policies and processes and experience of their application.
- Ability and flexibility to adapt to quickly changing circumstances and find innovative solutions.
- Ability to support and influence all relevant stakeholders across the organisation.
- Ability to innovate, create and drive continuous improvement initiatives.
- Significant experience managing budget allocations of a similar scale to BIM.
- Experience of working closely with a Board and its sub-committees.
- Ambition to deliver on demanding strategic development targets with strong personal and professional credibility.



### Desirable Experience and Qualifications

- Procurement specific qualification.
- Relevant finance or governance qualification at degree level.
- Public sector Finance and Procurement experience.
- Experience of Microsoft Dynamics NAV.

### 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.

### Contacts

Within BIM	CEO, 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.



Terms and Benefits
<b>Salary</b>
<p>Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Assistant Principle with a salary range €79,086 to €98,559 (as of 1st October 2024) per annum pro-rated with time worked.</p> <p>Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public services.</p> <p>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.</p>
<b>Annual Leave</b>
<p>Annual leave entitlement for this role is 30 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.</p>

### Employee Assistance Programme (EAP)

BIM provides an independent, confidential EAP service, delivered through an external expert provider, offering professional and impartial advice, information and counselling on a range of issues including legal, financial, and health matters. This service is free to employees and is also available to immediate family members.

### Occupational Health Service

BIM works with an independent occupational health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.

### Visual Display Unit

Employees can avail of up to €117 back on an eye test.

### Travel and Subsistence

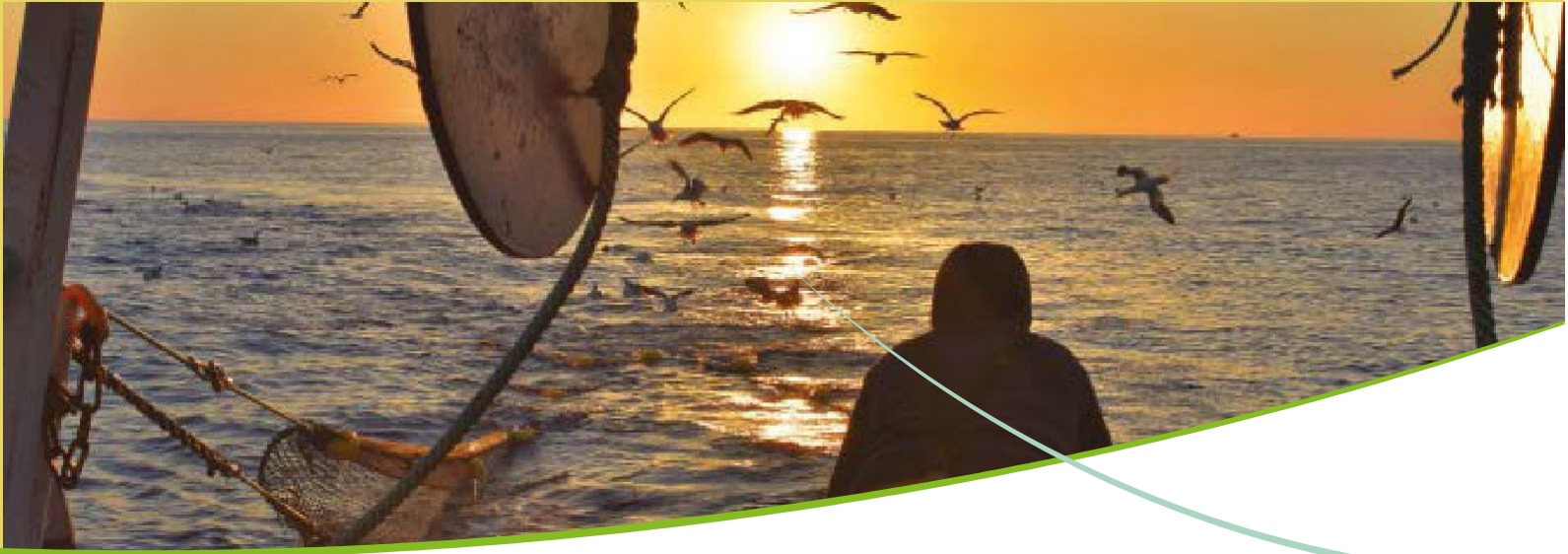
Travel and subsistence expenses for work are paid to employees required to travel for work, in accordance with approved rates.

### Taxsaver Commuter Scheme

Employees who travel to work using public transport can avail of an annual Taxsaver ticket which provides significant savings on travel costs.

### Cycle to Work Scheme

Employees who cycle to work or use a bicycle on part of their journey can avail of the Cycle to Work Scheme.



## 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](mailto:jobs@bim.ie)

## The closing date for applications:

**15<sup>th</sup> January 2025**

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.

This is an Assistant Principal Grade and BIM is aligned with the Public Appointment Service Competency Model [PAS Competencies](#).

## Use of Data

All personal data and information submitted for this application will be solely for the purpose of this campaign, after which it will be deleted in line with BIM's General Data Protection Regulation Policy and Data Retention Schedule.

All information will be treated with the strictest confidence and accessed only by those directly involved in the campaign.

Any queries in relation to this role should be emailed to [jobs@bim.ie](mailto:jobs@bim.ie)

*BIM is an equal opportunities employer, and we are committed to ensuring that all recruitment candidates have complete and equitable access as can reasonably be provided. If you require any support or accommodation as part of the recruitment process, please contact us directly at [HRinbox@bim.ie](mailto:HRinbox@bim.ie).*



Investors in  
**Diversity**

**SILVER**