

# Candidate Briefing Pack

**Grants Senior Finance Officer (HEO)**

**Closing date for applications:  
14<sup>th</sup> February 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

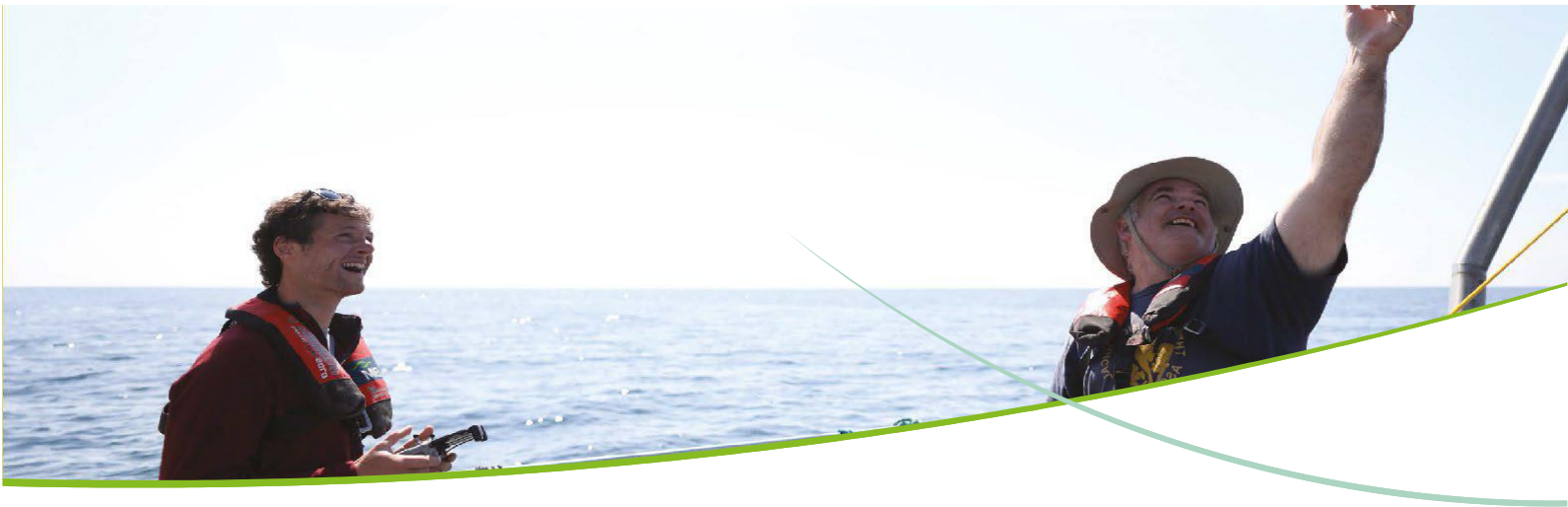


## Role Profile

Job Title:	Grants Senior Finance Officer (HEO)
Contract:	Temporary specified purpose contract for a maximum duration of up to 31 <sup>st</sup> December 2027 (EMFAF)
Location:	BIM Head Office, Dún Laoghaire, Co. Dublin, or any of BIM's Regional Offices (Hybrid may also be applied for)
Reporting to:	Head of Finance
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 Higher Executive Officer (HEO) will work within the Finance team of Corporate Services to manage, monitor and report on the budgeted expenditure of EMFAF grants. The successful applicant will have responsibility for collating financial statistics and indicators for grant performance and to monitor and report on budgeted and actual expenditure, reporting these periodically within BIM and to stakeholders including DAFM. This role will be in direct support of Ireland's obligations under the European Maritime, Fisheries and Aquaculture Fund (EMFAF 2021 to 2027).



## Background to Requirement

BIM is the 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.

Ireland has secured funding under the EMFAF (European Maritime Fisheries and Aquaculture Fund) to support the implementation of EMFAF which will lead to:-

- Healthy, safe and sustainably managed seas and oceans
- Food security through the supply of seafood products
- Growth of a sustainable blue economy

The Marine Programmes Division of the Department of Agriculture, Food and the Marine (DAFM) will be responsible for the development and implementation of the Seafood Development Programme 2021 -2027. The European Maritime, Fisheries and Aquaculture Fund (EMFAF) 2021-2027 is a successor to the European Maritime, Fisheries Fund (EMFF) 2014-2020.

Ireland is to receive €142 million of EU funds from the new EMFAF which will be combined with co-funding from the Government of Ireland. These funds will be allocated for the management of fisheries, aquaculture and fishing fleets, and also cover measures such as scientific advice, controls and checks, market intelligence, maritime surveillance and security.

The EMFAF supports small-scale coastal fisheries and vessels up to 24 meters as well as promote aquaculture. For the first time, the fund also includes provisions on strengthening international ocean governance and includes provisions to help respond to exceptional crises that cause market disruptions e.g. temporary storage measures or compensation for additional costs.

BIM will implement a wide range of grant schemes under the EMFAF programme on behalf of DAFM. In addition to the requirement to monitor budget and cashflow of grants; the organization also intends to demonstrate the impact of grant awards through tangible impacts and outcomes in respect of the grants awarded under the EMFAF programmes, including financial impact. BIM is seeking an appropriately skilled, Financial Officer to provide financial expertise in managing and reporting on EMFAF budgets.

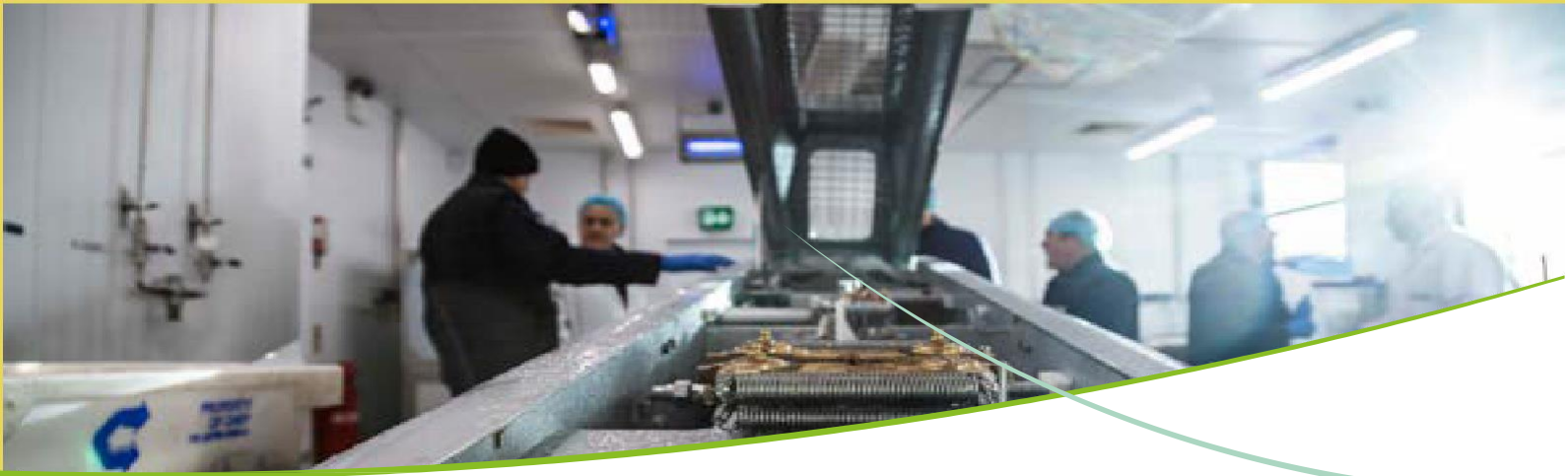


## Key Responsibilities

- To monitor and report on budgeted and actual expenditure of EMFAF grants.
- To work with grantees and grant administrators in meeting financial drawdown.
- To collate financial statistics and indicators for grant performance.
- To provide cashflow forecasts to the finance team within BIM.
- To be the technical lead in the development of financial KPI's across EMFAF grants at project and programme level.
- This role involves working with the following software applications:
  - Flexi-grant
  - Microsoft Office 365
  - Word, Excel, Teams
  - SharePoint
  - Power BI
  - Dynamics 365

### 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

- A relevant third level degree in accounting, finance or a relevant field.
- A minimum of three years' experience of budget management of a relevant programme.
- Good interpersonal skills and an ability to work with and effectively communicate with stakeholders.
- Effective organisation and administration skills.
- Good time management and the ability to prioritise and meet deadlines.
- The ability to work unsupervised and as part of a team.
- Good written and verbal communication skills in addition to effective numeracy skills.



### Desirable Experience and Qualifications

- Understanding of the EU funding environment.
- Experience of financial assessment of projects or programmes.
- Knowledge of grant management systems.
- Ability to communicate results to a diverse range of stakeholders.
- Public sector experience.

### Personal Attributes Required for the Position

- Good personal organisational and priority-setting skills, with the ability to manage multiple priorities.
- Capable of working independently as well as being an effective team player, with initiative and creativity.
- Good interpersonal and communication skills, with the ability to effectively interact with people in a multidisciplinary and multicultural environment.
- Values the sharing of information and continuous improvement in a cooperative atmosphere of constructive evaluation and learning.
- Excellent facilitation and team-building capacity.

### Contacts

Within BIM	Head of Finance, Corporate Services Director, Investment Services Manager, Grant Administrators, BIM staff with responsibility for grant development and implementation.
Outside BIM	DAFM, grantees.
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 Higher Executive Officer with a salary range €57,122 to €71,939 (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 29 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.

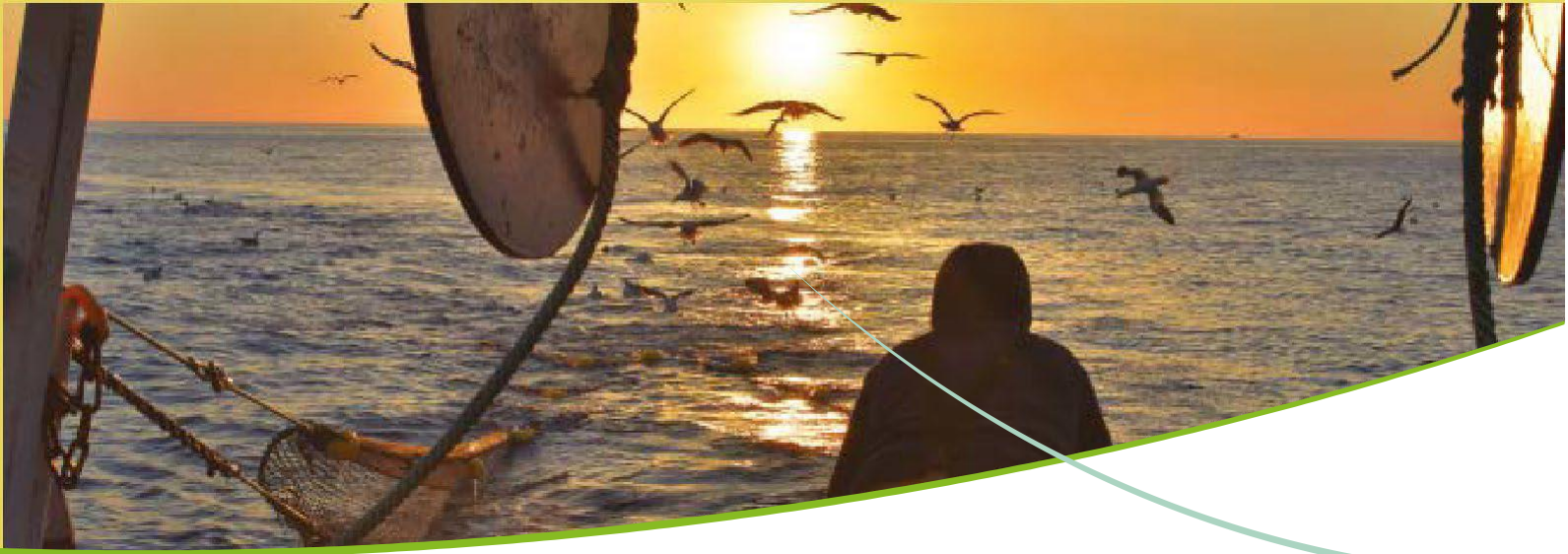
**Taxsaver Commuter Scheme**

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:

**14<sup>th</sup> February 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 Higher Executive Officer 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**