

Candidate Briefing Pack

Senior Accounts Officer

Closing Date for Applications
8 December 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.

Protect our environment and our sector.

- Invest for long-term growth.

Our Mission

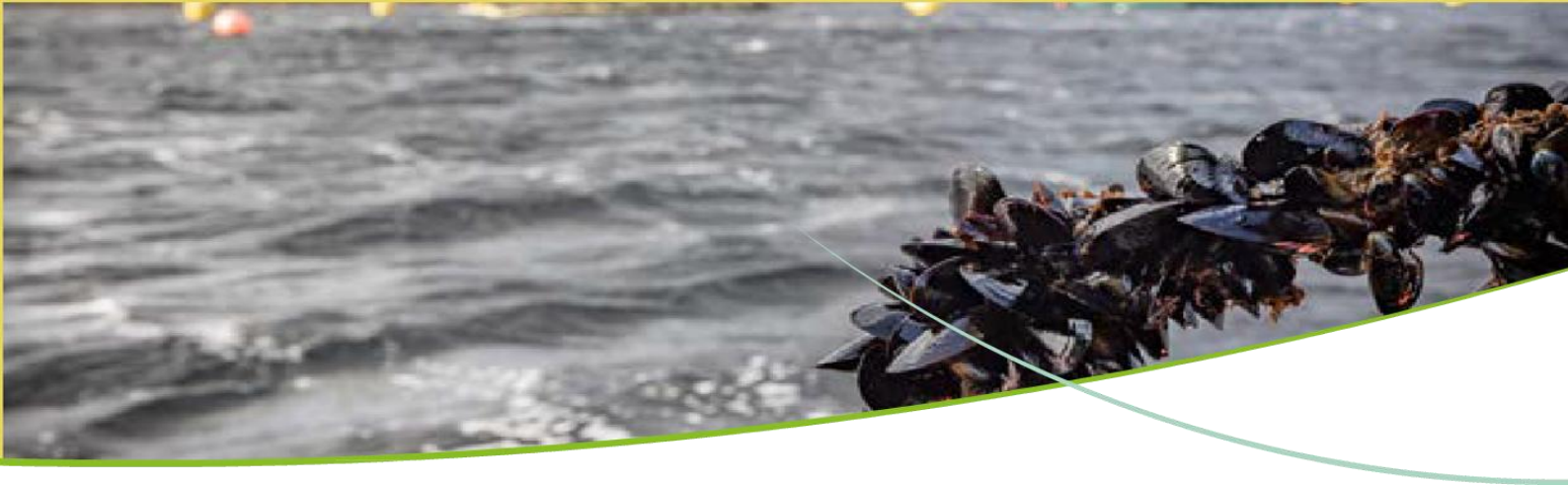
To support and enable an increase in value creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.

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:	Senior Accounts Officer (HEO)
Contract:	Full-time; Indefinite Duration
Location:	BIM Head Office, Dún Laoghaire, Co. Dublin or BIM's Regional Offices (hybrid working subject to agreement)
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, Fleet Services, Investment Services and Ice Plant network within BIM.

Overview of Role

The Senior Accounts Officer is a key role within the Finance Team in Corporate Services, responsible for managing key projects within the team, supporting the effective financial management of the organisation's financial operations. The role contributes to accurate financial reporting, ensures compliance with regulatory requirements and supports the wider organisation in achieving its strategic objectives.



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 ideal candidate will demonstrate strong analytical and problem-solving skills, excellent attention to detail and a high level of accuracy in their work. They will be organised, adaptable and able to manage competing priorities in a fast-paced environment. Strong communication and interpersonal skills are essential, with the ability to work collaboratively as part of a team while also taking initiative and working independently.

Key Responsibilities

- Preparation of monthly management accounts to final review stage to strict deadlines.
- Monthly balance sheet reconciliations & journal postings.
- Preparation of reporting packs and analysis as required by various stakeholders.
- Overseeing debtor invoicing & credit control.
- Overseeing bank processing and reconciliations.
- Preparation & filing of Revenue returns including VAT, RCT & RTD returns.
- Supporting internal audit processes including timely provision of information and liaising with auditors.
- Coordination of external audits in conjunction with Head of Finance.
- Supervision of payroll administration.
- Ad hoc duties to support Head of Finance and wider team.
- Deputising for Head of Finance if required.

Other:

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



Essential Experience and Qualifications

- Relevant professional qualification in accounting or finance or working towards same.
- Minimum of 3 years' experience in a fast-paced, financial environment
- Excellent financial and IT skills and high level of attention to detail
- Consistently meet tight deadlines across a range of tasks while maintaining accuracy
- Strong communication skills and confidentiality essential

Desirable Experience and Qualifications

- Public Sector experience.
- Experience in Power BI and Dynamics 365 Business Central.
- Experience in Finance Systems implementation and continuous improvement.
- Excellent knowledge of Irish payroll systems, taxation and payroll-related employment law.



Personal Attributes Required for the Position

- Dynamic and reliable.
- An ability to work in an organised manner and progress work independently.
- Self-sufficient while being a good team player.
- Experience in collaborating with technical staff.
- Ability to work diplomatically in resolving issues with stakeholders.

Contacts

Within BIM	Director of Corporate Services, colleagues across the Skills unit and wider organisation.
Outside BIM	Department and Governmental Agencies, Project Partners, Training and Education networks, relevant third party suppliers.



Terms and Benefits

Salary

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for HEO with a salary range €58,847 to €74,112 (as of 1st August 2025) 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 services.

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 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.

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

The closing date for applications:

8 December 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 HEO post 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

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.

