

Financial Planning and Analysis Manager

Higher Executive Officer
Corporate Services

Applicant Information Pack



Coimisiún
na Meán

January 2025



Coimisiún
na Meán

Welcome to Coimisiún na Meán

Dear Applicant

Thank you for your interest in the role of Financial Planning and Analysis Manager.

Welcome to Coimisiún na Meán – Ireland’s commission for regulating broadcasters, online media and supporting media development.

We are committed to ensuring a thriving, diverse and safe online and media landscape. This means having a mix of different voices, opinions and sources of news. This means protecting children and all of us from harmful content.

We are delighted to be recruiting for a Financial Planning and Analysis Manager. This role will form an integral part of our growth supporting the strategic priorities of Coimisiún na Meán, providing strategic support and direction to shape the fundamental delivery of our work.

If this sounds like a challenge that you believe will bring your current skills to new challenges, we would love to hear from you and welcome your application.

Yours sincerely
Jeremy Godfrey, Executive Chairperson



Left to Right: Rónán Ó Domhnaill, Niamh Hodnett, Jeremy Godfrey, Aoife MacEville, John Evans

Our Purpose & Mission

We are implementing a new regulatory regime for online safety. As well as protecting people in Ireland from online harms, we will be the regulator for the whole of Europe for the many large online platforms whose European headquarters are in Ireland – working closely with the European Commission and our counterparts across Europe. We will enforce rules that platforms must follow in order to keep their users safe. In time, we will establish a mechanism for giving advice to users and for considering complaints when users are dissatisfied with the way a platform has handled a complaint.

We regulate broadcasters and video-on demand providers. We make and enforce codes and rules that broadcasters must follow on matters such as balance in news and current affairs, protecting children from age-inappropriate material, political advertising, promoting gender balance and ensuring access for people with disabilities. We will review our codes and rules and extend them to video-on-demand providers such as streaming services and people who upload videos for commercial gain. We also award broadcasting contracts to commercial radio and TV stations, review the performance of public service broadcasters such as RTÉ and TG4 and make recommendations about their funding. We also handle complaints from the general public about programme material.

We support the wider media sector. We run funding schemes to support the development of content that reflects and shapes Irish society, including content in the Irish language. For instance, we are proud to have funded *An Cailín Ciúin*, the first ever Irish-language film to be nominated for an Oscar. Over the next year we will establish new funding schemes to support local journalism and we will take initiatives related to Irish language, sustainability, and equality, diversity and inclusion. We also promote media literacy. We expect to take on a wider media development role in coming years

“Our work is very meaningful – we protect people online, and we make sure that the media landscape reflects and shapes Irish society.”

“Ireland is central to European regulation as so many large platforms are based here. There are many opportunities to represent Ireland and to contribute at international forums”

Our Values



About This Role

Role Purpose

We are seeking a Financial Planning and Analysis Manager to support the organisation's planning, budgeting and forecasting processes. The role will provide strategic insights and financial guidance to help drive the Commission's financial strategy and objectives.

The role will act as a key interface with a variety of stakeholders, providing proactive updates on periodic spend and budgetary queries.

In addition, the role will support the organisation's annual levy calculation and ongoing administration processes.

About the Team

The Financial Planning and Analysis Manager will report to the Deputy Director of Finance.

Finance and Procurement falls within Coimisiún na Meán's Corporate Services Division along with the areas of Governance, People and Organisational Development, Commission Secretariat and International Affairs.

The mission of the Corporate Services Division is to ensure that Coimisiún na Meán is an agile, well-run organisation, with motivated and capable staff. The division will ensure that Coimisiún na Meán operates to a high standard of corporate governance, effectively and in accordance with the Code of Practice on the Governance of State Bodies and our governing legislation.



Key Responsibilities

Financial Planning, Budgeting and Forecasting:

- Support the annual budgeting process, working closely with key stakeholders to develop detailed budgets that align with strategic objectives.
- Support the rolling forecast process to ensure accurate and timely updates based on current business conditions.
- Develop and maintain financial models to support planning and decision-making processes.

Financial Analysis & Reporting:

- Analyse monthly financial results, variances, and provide insights.
- Prepare and present regular financial reports, including variance analysis and executive summaries.
- Identify financial risks and opportunities and recommend actions to mitigate risks.

Strategic Business Partnering:

- Work with business colleagues in preparation of business cases for key initiatives and projects.
- Provide financial guidance and recommendations to drive business performance and achieve targets.

Levy calculation and operationalisation:

- Work with business colleagues in developing levy models.
- Support levy processes – levy calculation, invoice issuance, collection and reconciliation.

Process Improvement:

- Continuously improve FP&A processes, tools, and systems to enhance efficiency, accuracy, and insight.
- Implement best practices in financial planning, analysis, and reporting to support business needs.
- Lead or participate in finance transformation initiatives to optimise finance operations and support growth.

The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and is subject to review.

About You

Experience, Skills, Knowledge & Qualifications

Essential Criteria

- Part-qualified accountant (e.g., ACA, CPA, ACCA, CIMA) with a minimum of 3 years' prior accounting experience involving Financial Planning & Analysis activities.
- Strong understanding of financial statements and accounting principles.
- Strong communication and presentation skills, with the ability to convey complex financial concepts to non-financial stakeholders.
- Proven ability to work in a fast-paced environment and manage multiple priorities.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong attention to detail and accuracy.
- Strong interpersonal and communication skills to influence and engage stakeholders at all levels.
- Flexibility to adapt to changing business needs and work in a dynamic environment.

Desirable Criteria

- Qualified accountant (e.g., ACA, CPA, ACCA, CIMA).
- Experience in a regulatory or public sector environment.
- Proficiency in financial modelling and experience with Business Intelligence tools.

Competencies

Please see the list of competencies that will be assessed at interview stage for this competition:

- Leadership
- Judgement, Analysis and decision making
- Management and Delivery of Results
- Interpersonal and Communication skills
- Specialist Knowledge, Expertise and Self Development
- Drive & Commitment to Public Service Values



Trust



Impact



Courage



Independence



People
Focused



Integrity

Key Information

About the package & application process

Package

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week.
- Location: The role will be a hybrid role combining home and office working. An Coimisiún's offices are located at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.

Grade and Pay Scale:

- This position is graded at the Higher Executive Officer [scale](#).
- Details of other benefits, terms of employment and eligibility can be found on Coimisiún na Meán's website at www.cnam.ie/careers within the dedicated microsite linked below.
- Successful candidates will be appointed on the first point of the scale.

Application Process

If you are interested in applying for this position, please submit:

- A CV (max 2 pages) and a cover letter/personal statement (max 1 page) outlining why you believe your skills, experience and values meet the requirements of the position [via HERE](#)
- If you have any special requirements throughout the recruitment process, for example, if you have a visual impairment or are neuro-divergent, we are happy to accommodate your needs where possible, please reach out to us via cnam@cpl.ie to request support.
- Appointment to this role is subject to the candidate's eligibility to work in Ireland and all positions require candidates to live in the Republic of Ireland.
- Candidates who engage in canvassing will be disqualified and excluded from the process.

Closing Date: 4th February 2025 at 3pm



Coimisiún na Meán has a key role in stimulating greater equality, diversity and inclusion in the media and in supporting sustainability through environmental initiatives across the wider media sector this is also reflective of our workforce.

We are incredibly proud to be on a journey towards achieving excellence in diversity, equity and inclusion.

We have already been awarded the 'Investors in Diversity' Bronze Award by the National Centre for Diversity, and we are working towards reaching the Gold Award.

An Coimisiún commits to ensuring that all recruitment activity is designed to promote a Diverse workforce with equality at its forefront.

