

Head of Finance Projects

Assistant Principal Officer – Fixed Term Contract
Corporate Services

Applicant Information Pack



Coimisiún
na Meán

December 2024



Coimisiún
na Meán

About Coimisiún na Meán

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



Welcome to Coimisiún na Meán

Dear Applicant

Thank you for your interest in the role of Head of Finance Projects.

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 Head of Finance Projects. This role 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

About This Role

Role Purpose

We are seeking a Head of Finance Projects to oversee and manage ongoing and upcoming projects within the Finance and Procurement area, collaborating with stakeholders to ensure efficient execution of key initiatives within defined scope and timelines.

The ideal candidate will have experience leading significant Finance technology projects and be familiar with the full system development lifecycle from requirements through to testing. The candidate should have functional knowledge of finance processes and financial reporting.

About the Team

The Head of Finance Projects will report to the Director of Finance and Procurement.

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

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

- Planning, oversight and management of in-flight and upcoming projects within the Finance and Procurement area.
- Lead the review of policies, procedures and controls, recommending and implementing improvements as needed.
- Lead the assessment of Finance and Procurement systems, making recommendations about potential for upgrades, replacement or additional tools.
- Developing and maintaining detailed project plans, including resource allocation, timelines, and budget tracking.
- Ongoing project monitoring and control, including collation and provision of periodic status updates to key stakeholders.
- Serve as the main point of contact for project status, risk management, and issue resolution.
- Collaboration with external providers to gain overall alignment on objectives and ensure accurate tracking of progress on a periodic basis.
- Stakeholder management to ensure alignment with requirements, objectives and expectations.
- Change management to ensure successful adoption and sustainability of the change initiative.

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

- Experience of working within a finance team or demonstration of an accounting/finance background.
- Experience in skills gap analysis to assess training requirements / training programme development.
- Knowledge of the appropriate professional qualifications that will support the development of staff.
- Proficiency in financial software systems, as well as advanced proficiency in Microsoft Excel and other financial modelling tools.
- Experience leading significant Finance technology projects through full system development lifecycle.
- Strong interpersonal and communication skills to influence and engage stakeholders at all levels.
- Experience and ability to manage multiple portfolios of in-flight and planned finance projects.

Desirable Criteria

- Qualified accountant (e.g., ACA, CPA, ACCA, CIMA).
- Experience in a regulatory or public sector environment.

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 18 month Fixed-Term 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 Assistant Principal 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 and a letter/personal statement (i.e., no more than 2/3 pages) 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: 15th January 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.

