

Marino Institute of Education (MIE)

Inspired by the Christian vision, Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. MIE is an associated college of Trinity College Dublin, The University of Dublin and offers undergraduate and postgraduate programmes in education, including initial teacher education programmes.

The Governing Body invites applications from suitably qualified persons for the position of

Financial Controller GENERAL JOB DESCRIPTION Duties and General Terms & Conditions of Employment

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION

Marino Institute of Education (MIE) wishes to appoint a Financial Controller (Maternity Cover) on a specified purpose contract for 18 months.

MIE, is seeking an innovative and enthusiastic team member to lead the finance function in MIE. The ideal candidate will bring strong leadership capabilities and a hands on approach. Commitment to high-quality work and supporting other MIE departments in a student-centred environment is important. The person appointed must exhibit evidence of strong commitment to excellence.

Essential Qualifications & Skills (i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted):

Candidates must have a Primary Degree or equivalent (NFQ Level 7). Candidates must be a qualified accountant with 5 years' minimum relevant post qualification experience in a similar senior role in an organisation with similar scale and complexity.

Candidates should possess the following key attributes;

- Excellent technical accounting skills
- Strong commercial acumen with a demonstrable track record in commercial projects
- Project management and delivery experience
- Demonstrated ability to lead and manage teams
- Ability to produce insightful reports and disseminate key information to support decision making
- Demonstrable track record of implementing change through technology to achieve continuous service improvement

- Ability to achieve tight deadlines
- Good working knowledge of Irish tax legislation
- Track record of leading effective engagement with internal and external stakeholders

Desirable Criteria

- Excellent leadership skills
- Strong attention to detail
- Excellent interpersonal, written and oral communication skills
- Initiative and ability to work independently
- Proactive self-starter
- Ability to build positive relationships with colleagues in MIE and key external stakeholders
- Demonstrable problem solving ability
- Record of achievement
- Ability for, and demonstrated experience of, leading and developing team

Candidates must clearly indicate in their applications how they meet each of these pre-requisites.

2. JOB DESCRIPTION

Reporting Relationship

The appointee is required to carry out the duties attached to the post, under the general direction of the Chief Financial Officer & Vice President for Professional Services to whom she/he reports, and to whom he/she is responsible for the performance of these duties in the first instance. The appointee will report through the CFO to the Institute President and/or such other MIE officers as the President may designate from time to time.

The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

Duties and Responsibilities

The duties, include the following:

- Managing a team of 4 which includes a reporting accountant, management accountant, payroll and travel & subsistence administrator and one finance officer to co-ordinate and deliver on internal and external reporting requirements and ensuring the Institute and student accommodation reporting requirements are met
- Provide leadership to the finance team on technical accounting matters
- Review and update finance policies and procedures in line with need and legislative change
- Preparation and analysis of MIEs Consolidated Financial Statements
- Management and oversight in respect of the various financial reporting requirements by the Department of Education and Youth, HEA, CSO and any other relevant funding bodies
- Leading the annual budget process and financial reporting cycle
- Preparation of financial forecasts for the Institute
- Review of quarterly management accounts and relating reports and schedules and preparation of commentary papers
- Oversee the annual audit engagement with the statutory auditors and internal auditors, ensuring audit requirements are met in a timely manner
- Responsibility for Institute taxation affairs (VAT and PAYE/PRSI, CT exempt)

- Ensuring financial controls are effective and being appropriately applied within the Institute and Student Accommodation
- Providing leadership to the accounting team
- Providing support for business development activities within the Institute
- Managing and supporting the team to ensure that staff receive continuing training and development
- Liaising as required with key stakeholders both internally and externally
- Administration of the MIE Pension Scheme
- Providing cover for payroll during annual leave
- Internal committee membership

It should be noted that in each work area/department within the Institute, the appointee must work as part of a team. Although duties pertaining to the post are broadly defined under the various headings as listed, the list of duties is not exhaustive. The appointee will be required to function in a flexible and collegial manner. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute, in response to service needs.

3. APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION.

Method of Selection for Recommendation

A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application.

It is the responsibility of the applicant to ensure that all relevant information is included in a candidate's application and that they clearly identify how they meet the specified candidate criteria.

Selection will be by interview panel consisting of not fewer than 3 persons, and will comprise of the most suitable and qualified people to assess applicants in the discipline. All appointments to employment at MIE are made by the Governing Body.

The interview panel's recommendations for appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision.

Candidates must produce satisfactory documentary evidence of all training, and professional registrations, and experience claimed by them and a minimum of two references.

Probationary Period

The Employee's employment shall initially be subject to a probationary period of six months. The Organisation reserves the right to extend this probationary period on an exceptional basis at its sole discretion subject to a maximum period of eleven months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

Garda Vetting

The successful applicant will be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

Essential Training

The successful applicant will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR), must provide evidence of completion of Tusla Child Protection Training. Other training may need to be undertaken when required.

Salary

The current annual salary scale; €84,729 to €110,701

Making of Applications

Application by Cover letter and CV only (no special application forms are supplied), preferably by email to careers@mie.ie or by post to:

The Human Resources Office
Marino Institute of Education
Griffith Avenue
Dublin 9 (D09 R232)

Completed applications must be received by 4.00pm on Thursday 26th June 2025. Late applications will not be accepted.

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

The Marino Institute of Education is an equal opportunities employer.