ORANGE RECRUITMENT

Candidate Information Booklet

Finance Divisional Manager

076.EI.26E

Enterprise Ireland

reception@orangerecruitment.ie +353 (0)1 617 0033

The Role

Job Title: Finance Divisional Manager

Tenure: Permanent

Salary: €171,517

Location: East Point Business Park, The Plaza, Dublin 3

Organisation Website: www.enterprise-ireland.com

Application Link: https://orangerecruitment.ie/current-opportunities-enterprise-ireland

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Applicants must have employment eligibility to work in Ireland and to be available to work in the Enterprise Ireland location specified for the role.

Background

Enterprise Ireland is the Irish government's trade and innovation agency, helping innovative Irish businesses go global. We support ambitious, internationally focused Irish companies to grow, create jobs and achieve greater scale and global reach. Our clients, employing 230,000+ people across all regions of Ireland, make a crucial contribution to the Irish economy.

Delivering for Ireland, Leading Globally (2025-2029) is our strategy that outlines our aims and ambitions for the Irish enterprise base and its purpose to 'Accelerate Sustainable Irish Business'. The ambition of the strategy is to support Irish exporting companies to make an even greater contribution to the Irish economy through international growth and nationwide employment, with the long-term ambition that exporting Irish companies become the primary driver of the Irish economy. The strategy sets out four strategic objectives for the Irish enterprise base; Start, Compete, Scale and Connect.

Enterprise Ireland supports businesses throughout Ireland with a comprehensive, tailored and client-focused approach. Its programmes include extensive start-up, scaling, innovation and management development programmes and supports, direct investment, funding seed and venture capital schemes and services, all of which is supported by a highly experienced employee complement of c.850 across a network of offices in Ireland and 42 overseas locations to help Irish enterprise succeed globally.

Role Purpose

Enterprise Ireland is seeking applicants for the role of Finance Divisional Manager. This role presents a significant opportunity for an experienced and collaborative leader to shape and drive the financial strategy, governance and operational effectiveness of Enterprise Ireland.

Working across the organisation and with key external stakeholders, the successful candidate will ensure the highest standards of financial leadership, accountability, compliance and risk management, while supporting the delivery of Enterprise Ireland's strategic and operational objectives. The person appointed will lead a high-performing division, providing strategic direction and leadership across key corporate functions while fostering a culture of continuous improvement and service excellence to support the delivery of Enterprise Ireland’s strategic goals.

Reporting to the Executive Director (Investment, Finance & Transformation), the Divisional Manager will be a key member of the Senior Leadership Team and will have direct responsibility for the Finance Division, comprising four departments:

- Financial Performance, Reporting & Procurement
- Grant & Financial Operations
- Corporate Governance
- Risk & Information Management

Key Deliverables

- Provide senior leadership, strategic direction and oversight across all functions within the Division, ensuring key strategic and operational objectives and targets are achieved.
- Ensure that Enterprise Ireland maintains the highest levels of corporate governance, risk management, compliance and accountability.
- Oversee all financial operations including grant management, budgeting, forecasting, reporting and compliance.
- Act as a senior representative and spokesperson, sharing insights, experience and knowledge on all matters related to the Division and proactively contributing to relevant national policy and strategy discussions.
- Develop and nurture existing and new collaborative relationships with key internal and external stakeholders (including Industry, Government Departments, other state bodies and the private sector).

- Enable continuous performance improvements and play a key role in developing and guiding consistent procedures and strategies to support the future needs of Enterprise Ireland and its clients.
- Provide leadership in the implementation of significant transformation programmes and initiatives to enhance organisation performance, providing guidance in progressing strategic change.
- Provide inspiring people leadership to all colleagues across the teams within the Division including the development of their skills, capabilities, experience and expertise and the evolution of a continuous improvement culture to effectively deliver on Enterprise Ireland's services to clients, industry and stakeholders.
- Ensure effective and responsible budget management of financial resources within the Division leading to the achievement of demanding targets and objectives that contribute to corporate goals.

As a member of the Senior Leadership Team, the Divisional Manager will be expected to respond flexibly to changing organisational priorities. The responsibilities of the role may evolve over time to reflect the strategic and operational needs of Enterprise Ireland.

Functional Competencies (Key Skills and Knowledge)

- Extensive track record of financial leadership in a large and complex organisation is essential.
- Professional accounting qualification (ACA, ACCA, CIMA, or equivalent) is essential.
- Excellent people management and leadership skills with the experience and capability to direct, inspire, energise and develop high-performance, inclusive, client focused teams are essential.
- Demonstrable senior experience of financial and risk management, corporate governance and procurement is essential. A deep understanding of public sector finance is desirable.
- A proven track record of building strategic relationships and influencing at senior executive level across the public and private sectors, supported by excellent communication and stakeholder engagement skills, is essential.
- Skills and experience, at senior level, in strategy development and implementation, whilst demonstrating vision, energy and leadership capability, is essential.
- Relevant degree level qualification, along with evidence of executive/leadership development, is desirable.

- Demonstrable financial experience, strong judgement and a track record of facilitating significant financial negotiations.
- A significant track record of delivering on both strategic and operational targets.
- Extensive capability demonstrated through experience in implementing significant projects/initiatives, particularly in complex change management programmes.
- Ability to act as a senior representative and a spokesperson for Enterprise Ireland.

Enterprise Ireland Behavioural Competencies

Results Focused
The ability to be outcome and results focused with regard to business priorities and organisational goals, monitoring progress and adjusting approach ensuring delivery against the appropriate timescales.

Innovation and Risk-Taking
Actively encourages new ideas, experimentation and measured risk-taking, while always being on the lookout for opportunities to continuously improve business processes and efficiencies within Enterprise Ireland and client organisations.

Problem Solving and Decision-Making
The ability to be decisive and take tough decisions about clients, people, and costs to deliver sustainable results, using the analysis of information and situations to make logical and sound decisions.

Client Focused
The ability to provide an excellent client service focusing on client needs and building and maintaining effective personal and business relationships to advance clients' objectives and Enterprise Ireland strategy.

Communicating with Impact to Influence Others
Communicates in a manner that will persuade, convince and influence their own staff and others, both internally and externally, in order to motivate, inspire or encourage them to follow a particular course of action.

Teamworking
Co-operates with colleagues, shares information and respects the opinions and values of staff members. Understands the skills, experience and knowledge of staff members and maximises how these can be utilised to the benefit of the department, the organisation and the client.

Embracing and Leading Change
Understands the business agenda of Enterprise Ireland and embraces changes for area of responsibility and for external and internal clients.

Acting / Leading with Integrity
Communicates the Enterprise Ireland purpose, values and approach, acting genuinely and with integrity, in a manner that builds trust and engages and motivates others.

Networking
Establishes and maintains mutually beneficial relationships with colleagues and other networks for the purpose of sharing information.

Developing Yourself and Others
Creates an environment that enables you and others to excel in terms of job performance.

Enterprise Ireland Values

Salary Scale

For the role of Finance Divisional Manager, the salary is:

Contributory: €171,517 - €196,205 per annum contributory superannuation*

Non-Contributory: €162,943 - €186,397 per annum non-contributory superannuation*

The appointment is offered on a permanent contract of employment basis.

*Candidates should note that entry will be at the minimum of the relevant scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance, increments may be payable in line with current Government policy.
Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant.

Pension

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme").

Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

If the appointee has previously been employed in the Civil and Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Services pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme or Other Provisions) Act 2012. **Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

Probation

Employment will be subject to a probationary period of six months. This period may be extended by a period at the discretion of your manager. Performance of duties will be monitored and appraised during this period.

Location

The post is located at the Enterprise Ireland office at Eastpoint Business Park, The Plaza, Dublin 3

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 35 hours per week (over a five-day week). Enterprise Ireland currently operate a hybrid working policy.

Annual leave

The annual leave allowance is 30 days. This allowance is based on a five-day week and is exclusive of the usual public holidays.

Outside Employment

The position will be whole time, and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Enterprise Ireland is an equal opportunities employer.

Application and Selection Process

To apply for the position, please send a detailed CV and the mandatory application form quoting reference number 076.EI.26E via https://orangerecruitment.ie/current-opportunities-enterprise-ireland or email: reception@orangerecruitment.ie

Closing date for applications: 3pm, Monday 10th August 2026

Applications will not be accepted after the closing date/time.

An acknowledgement email will be issued for all applications received. If you do not receive acknowledgement of your application within three working days of submission, please contact the Recruitment Team at reception@orangerecruitment.ie to ensure your application has been received.

Interviews

Interviews are expected to take place in late August/September 2026. Candidates will be notified of interview details at the earliest convenience. Candidates should ensure that the contact details specified on their application form are correct.

Reasonable accommodations

Enterprise Ireland places a strong emphasis on diversity, inclusion and equality at all levels of the organisation. Any candidate who requires reasonable accommodations at any stage of the selection competition should indicate their requirements. Any queries in relation to any disability or other issue which may be addressed through making such reasonable accommodations, can be addressed to accessibility@enterprise-ireland.com

Selection process

The Selection Process will include the following:

- Shortlisting of candidates based on the information contained in their application;
- Competency based interviews;
- Psychometric assessment;
- An executive task.

The selection criteria will be based on the requirements of the position. It is therefore important that you provide a detailed and accurate account of where you believe your skills and experience meet the essential requirements for the position. This should be contained in the 3-page mandatory application form accompanying your CV.

Shortlisting

Enterprise Ireland reserves the right to shortlist applications. The information you supply in your application will play a central part in the shortlisting process. You may be contacted in relation to same for purposes of clarification and/or further detail.

Other important information

Enterprise Ireland will not be responsible for refunding any expenses incurred by candidates.

Pre-Employment Checks

Please note that any offer of employment made to a successful candidate will be subject to satisfactory verification of references, academic and professional qualifications as well as proof of eligibility to work in Ireland. The candidate will also be required to complete an online pre-employment medical.

Confidentiality

Candidate confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application material will be made available to those with direct responsibility for the recruitment process within Enterprise Ireland.

Please note information provided by you as part of your application may be used as part of our diversity, equality and inclusion metrics in relation to this campaign.

Legal Compliance

Orange Recruitment (Ireland) Ltd. and Enterprise Ireland are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

GDPR Compliance

Collects, processes and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained and destroyed in compliance with the Data Protection Acts 1988 - 2018.

Recruitment Data Protection Statement | Enterprise Ireland (enterprise-ireland.com)

Benefits of Employment at Enterprise Ireland

Benefits	• Public sector pay scales • Generous Annual Leave entitlement • Maternity Leave • Employee Assistance Programme • Flexible Working arrangements • Hybrid Working Model • Cycle to Work & Annual Travel Pass Schemes
People & Culture	• Strong focus on diversity, equality and inclusion (ED&I) • Wellness initiatives • Employee led networks e.g. CSR, Green Team, and Innovation Network • Motivating purpose contributing to the success of Irish enterprises on a global stage
Career	• Global exposure – be part of an international organisation with offices worldwide • Comprehensive structured onboarding • In-house and leadership training – continuous professional development opportunities • Employer-sponsored academic education – support for further studies with paid study leave • Career progression opportunities