



Coimisiún
na Meán

Head of Financial Control

Assistant Principal Grade
Corporate Services

Applicant Information Pack



June 2025

Dear Applicant

Thank you for your interest in the role of Head of Financial Control.

Working at Coimisiún na Meán, you will help create a thriving, diverse, creative, safe and trusted media landscape, that works for people in Ireland and across the EU.

You will help us regulate, support and develop the media landscape. You will help to uphold everyone's fundamental rights and ensure that we continue to live in an open democratic society.

Our organisation is growing rapidly. We grew from 40 people to 200 in our first two years. We are now looking to grow to over 300. Our people come from a wide range of backgrounds: the online and media sectors, civil society, public service, academia and the legal profession. We are proud of the opportunities we give for professional growth. We are committed to having a workforce that reflects the diversity of the society that we serve.

We are delighted to be recruiting for Head of Financial Control. This role will contribute to delivering the strategy that we adopted earlier this year. It will contribute to our goal[s] of ensuring that the media landscape:

- upholds the rights, wellbeing and development of children
- supports democracy and democratic values
- is one that consumers can trust so that they are protected from exploitation and fraud
- reflects and shapes Irish culture and who we are as a society
- promotes the values of justice, equality, diversity and inclusion
- strengthens public health and safety

If you believe this opportunity aligns with your skills and offers a chance to grow professionally, we'd be excited to hear from you and encourage you to apply.

Yours sincerely

Jeremy Godfrey, Executive Chairperson



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

Our Vision and Mission

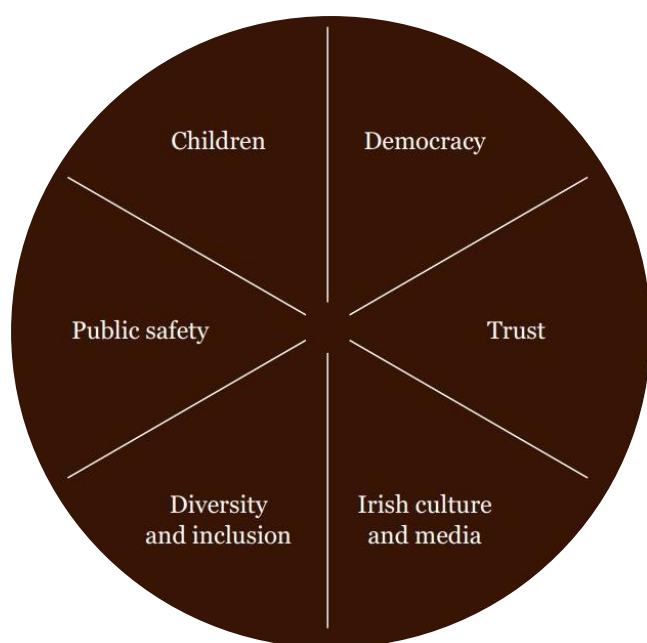


Our vision is for a thriving, diverse, creative, safe and trusted media landscape.



We regulate, support and develop a media landscape that underpins fundamental rights and fosters an open, democratic and pluralistic society.

Our Strategic Outcome Areas



Our Values



To view our full Strategic Statement, see [here](#)



Coimisiún
na Meán

About This Role

Role Purpose

The Head of Financial Control will be responsible for overseeing the organisation's Accounting and Finance Operations processes so that Coimisiún na Meán can operate efficiently and effectively, ensuring compliance with accounting standards and relevant legislation.

As the holder of a new role, you will be able to initiate and lead processes to maximise efficiency and effectiveness across Coimisiún na Meán.

You will join an organisation in the early stages of its development and you will have the opportunity to be part of the implementation of initiatives, policies, and procedures to support delivery of the organisation's strategic goals.

About the Team

The Head of Financial Control will manage the Accounting and Finance Operations teams which currently consist of six people. The role 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.



**Coimisiún
na Meán**

Key Responsibilities

- Manage and develop the Accounting and Finance Operations teams, which currently consist of six people
- Oversee day to day financial activities including accounts payable, travel & expenses, payroll and tax compliance
- Ownership of month-end close processes and procedures
- Manage the preparation of monthly management accounts
- Coordinate the preparation of annual financial statements and supporting schedules for audit purposes
- Lead external (C&AG) audits and address audit findings
- Manage treasury, working capital and cash flow requirements
- Ensure robust Fixed Assets accounting processes and controls are in place
- Provide accurate and timely financial information to key internal and external stakeholders
- Continuously improve and develop the control environment in line with best practice for public sector bodies
- Liaise with People and Organisational Development team to ensure appropriate and relevant training is provided to staff
- Support the Director of Finance and Procurement with ad-hoc projects as required

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

- Full Professional Qualification (e.g., ACA, ACCA, CIMA, CPA) with membership of a recognised accountancy body
- Strong technical expertise, knowledge and understanding of accounting methods, procedures and processes
- Strong leadership skills, with a minimum of 5 years' experience managing a team
- Solid understanding of the key principles of corporate governance, audit, and risk management
- Excellent communication and presentation skills, with the capacity to articulate complex issues to diverse audiences

Desirable Criteria

- Experience in a regulatory or public sector environment
- Experience managing change and continuous improvement practices



Key Information

Benefits, Package & Pay

- This position is offered on a Permanent basis.
- Full time, 35 hrs per week
- Annual Leave: 30 days per annum
- The role will be a hybrid role combining home and office working. Our current hybrid policy is 2 days in the office.
- Our office is located at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.
- For a full list of benefits see our website [here](#)
- This position is graded at the Assistant Principal [scale](#).
- 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](#)
- Appointment to this role is subject to the candidate's eligibility to work in Ireland. All positions require candidates to live in the Republic of Ireland or Northern Ireland.
- Candidates who engage in canvassing will be disqualified and excluded from the process

Competencies

Please see the competencies below 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

Selection Process

The selection process will include:

Shortlisting of candidates based on the information provided in their application, assessed against the specified criteria for the role.

- A competency-based preliminary interview
- A second-round interview for candidates successful in the first round, which will include a presentation or another practical exercise

The first interview will take place via MS Teams. The second interview will be conducted in person at our Dublin office.

Reasonable Accommodations

Reasonable accommodations will be provided, if required, during the recruitment process. To discuss and request reasonable accommodations in confidence please contact amckiernan@cnam.ie

Coimisiún na Meán is an equal opportunities employer. We welcome applications from candidates with diverse backgrounds and are committed to championing an inclusive and diverse workforce which reflects modern Ireland. We work to create a culture where everyone has equal access to opportunity and feels comfortable to be their authentic selves at work.

Closing Date: 30th June 2025 at 3pm



Investors in
Diversity

BRONZE

