Coimisiún na Meán

Financial Planning and Analysis Manager

Higher Executive Officer Grade
Corporate Service
Applicant Information Pack



October 2026

Message from our Executive Chairperson

Dear Applicant

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

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 300 in our first three years. 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 a Financial Planning & Analysis Manager. This role will contribute to delivering our strategic priorities 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

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



View our Strategic Statement

Coimisiún na Meán

About This Role

Role Purpose

We are seeking a Financial Planning and Analysis Manager (individual contributor, no people management) to support the organisation's planning, budgeting, forecasting and levy 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/Division

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

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



Coimisiún na Meán

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

- Qualified or Part-qualified accountant (e.g., ACA, CPA, ACCA, CIMA) with a minimum of 3 years' prior accounting experience involving Financial Planning & Analysis, management accounting, finance business partnering or a related finance role.
- Demonstrated experience in budgeting, forecasting, financial modelling, scenario planning and performance analysis.
- Strong Excel and financial modelling skills, with experience using spreadsheets, financial systems and other data tools to support planning, forecasting and reporting.
- Strong analytical and problem-solving skills with the ability to interpret complex financial and operational data and translate findings into actionable insights.
- Excellent communication and stakeholder management skills, with the ability to present complex financial information clearly and effectively to both finance and non-finance audiences.
- High levels of integrity, discretion, and confidentiality when dealing with financial and sensitive information;
- A proactive and continuous improvement mindset, with experience identifying opportunities to enhance financial processes, reporting and decision support.

Desirable Criteria

- Experience in a regulatory or public sector environment.
- Experience using Power BI or other data visualisation tools to analyse and present financial information.
- Experience using Jet Reports for Business Central.

Key Information

Benefits, Package & Pay

- This position is offered on a Permanent basis.
- Full time, 35 hours per week
- Annual Leave: 29 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.
- This position is graded at the Higher Executive Officer scale.
  Successful candidates will be appointed on the first point of the scale. Existing public/civil servants may be appointed higher on the scale depending on their current role and grade, and in line with the circular.

Citizenship Requirement

Eligible Candidates must be:
(a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
(b) A citizen of the United Kingdom (UK); or
(c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
(d) A non-EEA citizen who has a stamp 4 permission* or stamp 5 permission.
(e) Hold valid Temporary Protection permission granted by the Irish Government under the EU Temporary Protection Directive, entitling them to work in Ireland without an employment permit.

*Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent

To qualify candidates must meet one of the citizenship criteria above at the time of application.

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 through the careers portal.
- 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

  Late applications or applications not received through the correct channel, as indicated above, will not be considered.

  For queries related to the application or selection process related to this role, please contact cnam@cpl.ie

Competencies

Please see the competencies below that will be assessed at interview stage for this competition. For more information on the competencies visit our frequently asked questions.

- Team 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

Privacy Notice

Coimisiún na Meán (An Coimisiún, CnaM, we, our) processes the personal data arising as a result of its recruitment campaign. The Data Controller is CnaM, and the Data Processor appointed by CnaM to conduct the recruitment process is CPL. The Data Controller's contact details are - Data Protection Officer, Coimisiún na Meán 1 Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20, Ireland.

Email: dpo@cnam.ie **Phone Number**: 01 963 7755

CnaM will process the personal data collected during the recruitment process for the purpose of the review, consideration and selection of applications and the contacting of applicants. Third party recipients may include CnaM representatives. CnaM does not transfer personal data outside of the EU or EEA.

CnaM's legal bases for collecting and processing this data may include:

- Contract - where the processing is necessary for the performance of a contract, or in order to take steps at the request of the data subject prior to entering into a contract

and/or

- Consent - where you have given explicit consent to the processing (e.g. reasonable accommodations)

The personal data processed will be stored securely. This data will be stored for a maximum of 12 months in the event of an unsuccessful application.

Applicants have the right to access their data and to rectify any inaccuracies in their data. To do this, please write to the Data Protection Officer at the address listed above. Applicants have the right, where appropriate, to the erasure of their data and/or a restriction on processing of their data. In addition, data subjects have the right to lodge a complaint with the Data Protection Commission. Our full Data Protection Statement is available here: https://www.cnam.ie/governance/data-protection-privacy/privacy-statement/

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. Candidates shortlisted will be invited to complete an excel assessment. Candidates successful in the assessment will be invited to a competency-based interview which will be conducted in person at our Dublin office.

Indicative timelines
Interviews are planned to take place in mid-December. These dates are indicative and may be subject to change. Shortlisted candidates will be notified of the confirmed arrangements.

Panel Arrangements
A panel may be formed from this competition.

Reasonable Accommodations

Reasonable accommodations will be provided, if required, during the recruitment process. To discuss and request reasonable accommodations in confidence please contact Angeline McKiernan at 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: 3pm, 23/11/2026



Public