

Clerical Officer - Finance

Applicant Information Pack



November 2023
Clerical Officer, Clerical Officer Grade

Coimisiún
na Meán

Welcome to Coimisiún na Meán

Dear Applicant,

Thank you for your interest in the role of Clerical Officer - Finance.

Welcome to Coimisiún na Meán – Ireland’s newly established commission for regulating broadcasters, online media and supporting media development. Our work will build on the great work delivered by the former Broadcasting Authority of Ireland, whose staff and responsibilities transitioned across to Coimisiún na Meán earlier this year.

Our organisation is committed to ensuring a thriving, diverse and safe online and media landscape. This means a mix of different voices, opinions and sources of news available over the air and online. It means children and all of us being protected from harmful content.

The successful candidate will be joining Coimisiún na Meán (“An Coimisiún”) at a very exciting time, helping us grow and build our future organisation.

If this sounds like a challenge that you have right skills and experience to deliver, we would love to hear from you and welcome your application.

Yours sincerely
Jeremy Godfrey, Executive Chairperson

A red, rectangular sign with a glowing effect and a black border. The words "ON AIR" are written in large, white, bold, sans-serif capital letters across the center of the sign.

ON AIR



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About Coimisiún na Meán

Welcome to Coimisiún na Meán, we are delighted that you are joining us as we grow our organisation.

Established under the Online Safety and Media Regulation Act 2022, Coimisiún na Meán launched in early 2023, replacing and undertaking the functions of the Broadcasting Authority of Ireland (BAI) and overseeing enforcement of the new EU's Digital Services Act.

Our organisations core responsibilities are to:



Our history

The Broadcasting Authority of Ireland (BAI) (Irish: Údarás Craolacháin na hÉireann) is a former broadcasting authority which regulated both the public and commercial broadcasting sectors in Ireland.

It was established in 2009, effectively replacing the Broadcasting Commission of Ireland (BCI) (Irish: Coimisiún Craolacháin na hÉireann). It was dissolved in 2023 and its staff and functions were transferred to a new body entitled Coimisiún na Meán.

Feedback from our team

“Our work is meaningful – we protect people online, and make sure that the media landscape reflects and shapes Irish society.”

“It is really satisfying to hear or see Radio and Television programmes being broadcast and to be able to say, I was part of that process that enabled that to be made”

Our Purpose & Mission

Purpose

Coimisiún na Meán (“An Coimisiún”) is Ireland’s new commission for regulating and supporting broadcasters and online media.

We are implementing a new regulatory regime for online safety. As well as protecting people in Ireland from online harms, we regulate the large online platforms whose European headquarters are in Ireland – working closely with the European Commission and our counterparts across Europe. We enforce rules that platforms must follow to keep users safe. As we grow our business, we will establish a mechanism for giving advice to users and for reviewing complaints when users are dissatisfied with platforms handling of complaints.

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 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 initiatives related to Irish language, sustainability, and equality, diversity and inclusion. Our ambition is to take on a wider media development role in coming years.

Mission

Our mission is to ensure a *thriving, diverse and safe* online and media landscape. This means a mix of different voices, opinions and sources of news available over the air and online. It means children and all of us being protected from harmful content.



About This Role

Role Purpose

Coimisiún na Meán (“An Coimisiún) is Ireland’s new commission for regulating and supporting broadcasters and online media. Our mission is to ensure a thriving, diverse and safe online and media landscape. This means a mix of different voices, opinions and sources of news available over the air and online. It means children and all of us being protected from harmful content.

As a member of an expanding Finance team, you will be joining the Coimisiún na Meán at a very exciting time of ambitious and significant change for media regulation.

The position offers an opportunity for an ambitious, enthusiastic and committed individual, who has a strong commitment to serving the public interest with good working knowledge of a finance structure to influence and contribute to the development of best practice, transparent and accountable frame works and practices to enable Coimisiún na Meán to meet its financial obligations in regulating a dynamic multimedia and modern society.

Responsibilities

Key Responsibilities

The Clerical Officer role within Coimisiún na Meán is a key support role in that Clerical Officers are required to provide operational, secretarial and administrative support across the organisation.

As Clerical Officer – Finance, during the first year, responsibilities will include:

- Working with the accounts payable manager to ensure invoices are processed appropriately.
- Administration support to the finance team, to include data entry and maintaining up to date filing.
- Administrative duties relating to public procurement processes.
- Support of good data and file management practices throughout the organisation, in line with An Coimisiún's policies and requirements
- Support the preparation and submission of returns to the Department Tourism, Culture, Arts, Gaeltacht, Sport and Media
- Providing back-up cover to finance team as required in preparation of the fortnightly accounts payable run and monthly grant payments run to include coordination of invoice approval, management of aged creditors report, updating of ledgers and electronic payments
- Other administration duties, as required, to support the finance team

Additional Duties may also include.

- Assisting in the implementation of operational work activities and supporting Line Managers and colleagues
- Collating data/information for input into reporting processes.
- Ensuring high quality customer service, responding to queries and providing information

While performing routine tasks are a core element of the role, it also demands a flexibility to be responsive to organisational needs as they arise. As the organisation continues evolves and expands, it is likely that the duties will also evolve.



Eligibility

Experience, Skills, Knowledge & Qualifications

Essential

- Minimum of one year experience in an accounts payable role
- Strong interpersonal skills
- Strong Microsoft Excel Skills
- The skills to work as part of a team and the ability to work on own initiative
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- Strong interpersonal skills.
- Strong Microsoft Excel Skills.
- The skills to work as part of a team and the ability to work on own initiative.

Desirable

- May have an interest in pursuing an accounting or governance related qualification.



Key Information

About the Package & Application process

Package

- This position is offered on a Permanent 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 2/5 Warrington Place, Dublin, D02 XP29. However, this location is likely to change to another central Dublin (Dublin 4) location to accommodate our organisational growth ambitions

Grade and Pay Scale:

- This position is graded in accordance with the guidelines of the [Payscale CO](#)
- Employees of Coimisiún na Meán will access pension entitlements through the Statutory Public Service Pension Scheme or An Coimisiún's superannuation benefit.

Application Process

If you are interested in applying for this position, please submit:

- A CV outlining your skills, experience and values meeting the requirements of the position.



Coimisiún na Meán

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 and 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 currently hold the 'Investors in Diversity' Bronze Award by the National Centre for Diversity and are working towards achieving the Gold standard.

An Coimisiún commits to ensuring that all recruitment activity is designed to promote a Diverse workforce with equality at its forefront.

