

# Financial Planning and Analysis Manager

Higher Executive Officer  
Corporate Services

Applicant Information Pack



Coimisiún  
na Meán

August 2024



Coimisiún  
na Meán

## Our Purpose & Mission

### Purpose

***We are implementing a new regulatory regime for online safety.***

As well as protecting people in Ireland from online harms, we will be the regulator for the whole of Europe for the many large online platforms whose European headquarters are in Ireland – working closely with the European Commission and our counterparts across Europe. We will enforce rules that platforms must follow in order to keep their users safe. In time, we will establish a mechanism for giving advice to users and for considering complaints when users are dissatisfied with the way a platform has handled a complaint.

***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 will review our codes and rules and extend them to video-on-demand providers such as streaming services and people who upload videos for commercial gain. We also 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 we will take initiatives related to Irish language, sustainability, and equality, diversity and inclusion. We also promote media literacy. We expect to take on a wider media development role in coming years

### Our 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.

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

***“Ireland is central to European regulation as so many large platforms are based here. There are many opportunities to represent Ireland and to contribute at international forums”***

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# Welcome to Coimisiún na Meán

Dear Applicant

Thank you for your interest in the role of Financial Planning and Analysis (FP&A) Manager.

Welcome to Coimisiún na Meán – Ireland’s commission for regulating broadcasters, online media and supporting media development.

We are committed to ensuring a thriving, diverse and safe online and media landscape. This means having a mix of different voices, opinions and sources of news. This means protecting children and all of us from harmful content.

We are delighted to be recruiting for Financial Planning and Analysis (FP&A) Manager. This role form an integral part of our growth supporting the strategic priorities of Coimisiún na Meán, providing strategic support and direction to shape the fundamental delivery of our work.

If this sounds like a challenge that you believe will bring your current skills to new challenges, we would love to hear from you and welcome your application.

**Yours sincerely**  
**Jeremy Godfrey, Executive Chairperson**



# About This Role

## Role Purpose

The Financial Planning & Analysis (FP&A) Manager will be responsible for the financial planning and analysis function, providing strategic insights and financial guidance to the executive team. This role involves managing the budgeting, forecasting, and levy calculation and rollout processes, as well as analysing financial performance and trends to support decision-making. The FP&A Manager will play a key role in driving the Commission's financial strategy and ensuring alignment with business objectives.

## Key Responsibilities

### Financial Planning & Budgeting:

- Lead the annual budgeting process, working closely with Division heads to develop detailed budgets that align with strategic goals.
- Manage 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 to management.
- 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.

# Key Responsibilities – Continued

## **Levy calculation and operationalisation:**

- Work with business colleagues in developing levy models
- Ownership of 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

- Part-qualified accountant (e.g., CPA, ACCA, CIMA) with minimum 3 years' prior accounting experience involving FP&A.
- Strong understanding of financial statements, corporate finance, and accounting principles
- Strong communication and presentation skills, with the ability to convey complex financial concepts to non-financial stakeholder
- Proven ability to work in a fast-paced environment and manage multiple priorities.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong attention to detail and accuracy.
- Strong interpersonal and communication skills to influence and engage stakeholders at all levels.
- Flexibility to adapt to changing business needs and work in a dynamic environment.

### Desirable Criteria

- Qualified accountant (e.g., CPA, ACCA, CIMA)
- Proficiency in financial modelling and experience BI tools, for example SQL, Power BI.

### Competencies

Please see the list of competencies that will be assessed at interview stage for this competition:

- 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

# 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 One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.

### Grade and Pay Scale:

- This position is graded at the Higher Executive Officer [scale](#).
- Details of other benefits, terms of employment and eligibility can be found on Coimisiún na Meán's website at [www.cnam.ie/careers](http://www.cnam.ie/careers) within the dedicated microsite linked below.
- 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 and a letter/personal statement (i.e., no more than 2/3 pages) outlining why you believe your skills, experience and values meet the requirements of the position [via HERE](#)
- If you have any special requirements throughout the recruitment process, for example, if you have a visual impairment or are neuro-divergent, we are happy to accommodate your needs where possible, please reach out to us via [cnam@cpl.ie](mailto:cnam@cpl.ie) to request support.
- Appointment to this role is subject to the candidate's eligibility to work in Ireland and all positions require candidates to live in the Republic of Ireland.
- Candidates who engage in canvassing will be disqualified and excluded from the process.

**Closing Date: 3pm Thursday 5<sup>th</sup> September 2024**



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 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 have already been awarded the 'Investors in Diversity' Bronze Award by the National Centre for Diversity, and we are working towards reaching the Gold Award.

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

