**Recruitment Notice – Consulate General of Ireland (North of England)**

**Accounts and Office Manager**

The Consulate General of Ireland, North of England (Manchester) is seeking applications from suitably qualified candidates to fill the position of Accounts and Office Manager. The successful candidate will be hired on an initial fixed-term contract for a 24-month period, with a six-month period of probation. Candidates must have a permanent, legal right to reside and work in the United Kingdom, and will be subject to local employment and taxation law.

***Mission Statement***

*Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.*

**Vacancy: Accounts and Office Manager**

**Starting Salary:**  GBP £23,753.05

The role of Accounts and Office Manager is to support the work of the Consulate General in the discharge of its official functions including providing accurate and timely processing and oversight of administrative and accounting processes. The successful candidate will be responsible for managing the accounts, as well as maintaining general office systems.

**Roles and Responsibilities:**

The precise range of duties will vary over time according to the requirements of the Consulate. Some out-of-hours work will be expected. This role will include, but may not be limited to the following activities:

1. Accounts management

* Prepare the monthly Consulate accounts
* Preparation of the Consulate’s budget and pre-budget submission
* Manage the Consulate’s bank account and related accounts administration relating to both operating expenses and management of funds, to include processing transactions, maintenance of Sun System (Department’s financial system)
* Payment of invoices and liaison with service providers
* Manage procurement for the Mission, including supervision over suppliers/contracts as necessary
* Advise management of any pertinent issues arising from accounts
* Liaise with HQ, Dublin and Embassy of Ireland, London, counterparts, as necessary

1. Office management

* Manage day-to-day operations of the Consulate office, to include liaison with and supervision of service providers, management of mission supplies and managing overall administrative functions
* Implement and strengthen office systems and administration structures
* Supervise the strict adherence to procedures, including health and safety and security policies
* Assist Deputy Head of Mission with social media and other public outreach efforts
* Assist and provide cover for team members (diplomatic and local staff) on tasks, as needed
* Assist with organising Consulate events and high level visits
* Assist with consular work including, providing consular advice to Irish citizens, covering the duty phone on occasion, dealing with any emergencies or local consular issues that may arise

**Essential Requirements:**

* An accounting qualification (technician, certificate, diploma) or at least two years’ experience working in a similar position managing office accounts is required
* Examples of experience with public procurement; experience using an accounting package such as Sun Systems and Q&A Excel is an advantage
* Detailed knowledge of Microsoft Office Suite, and proficiency in advanced Excel is required
* Experience reading and interpreting financial documents and related regulations
* Proven ability to work on own initiative, meet deadlines, take a proactive lead in assigned projects, and multi-task
* Examples showing experience of proactively working in a team environment and excellent interpersonal and networking skills
* Evidence of strong organisational and time management skills, including ability to handle competing priorities in a fast-paced environment while meeting deadlines
* Examples demonstrating a high level of discretion, commitment, reliability, and attention to detail
* Candidates must have fluency in English

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| Start date: | O/A January 2023 |
| Location: | Consulate General of Ireland, North of England, in Manchester |
| Contract duration: | The successful candidates will be hired on a fixed term 24-month contract, with a 6-month period of probation. |
| Working hours: | Not less than 39.45 hours per week with some occasional additional hours including some evening and weekend work (leave time-in-lieu will be offered for this work). |
| Salary: | Entry point of scale |
| Annual leave: | 20 days per annum and public holidays with leave time-in-lieu for occasional evening/weekend work. |
| Eligibility: | Candidates must have a permanent, legal right to reside and work in the United Kingdom and will be subject to employment and taxation law. |

**How to apply**

Applicants must complete the **application form**, include a cover letter referencing the position & have **two nominated references**

Applications must be submitted by email to *ManchesterRecruitment@dfa.ie* **by close of business on Thursday 8th December 2022.**

Applications received after this time will not be considered.

It is envisaged that interviews for selected candidates will take place shortly.

Candidates will need to be available to begin work in short order.

**Selection Process:**

* Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above.
* A skills test may be included in the recruitment process;
* A second interview may be included in the recruitment process; and
* A panel may be set up depending on the calibre of candidates;
* It is planned that interviews will be held by video-conference before the end of November/early December 2022.

**General Data Protection Regulation**

All personal information received will be kept in line with GDPR guidelines.

**Security Clearance for Local Staff**

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

**Please note that canvassing will disqualify applicants.**

**The Consulate General of Ireland in Manchester is committed**

**to a policy of Equal Opportunity.**