



Ard-Chonsalacht na hÉireann | Vancouver
Consulate General of Ireland | Vancouver
Consulat général d'Irlande | Vancouver

Finance and Administration Officer

The mission of the Department of Foreign Affairs and Trade 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.

Job description

The Consulate General is hiring for the position of Finance and Administration Officer. This position requires excellent attention to detail, reliability, and resilience. The role will broadly include work which spans two areas: accounting and consular. Please note however that the specific role profile of the successful candidate will be determined based on the business needs of the Consulate and may change as required. Flexibility and willingness to adapt are therefore essential.

Duties include:

- Accounting duties such as management of the Consulate's budget, preparation of monthly accounts, payment of invoices in a timely manner, identification and reporting of any errors/discrepancies, monitoring cash flow and anticipating spending to avoid shortfalls, preparation of VAT returns, preparation and presentation of reports as requested.
- Consular duties such as public counter assistance, responding to queries by phone and email, providing consular assistance to Irish nationals in emergency situations.
- General office/administrative duties which can include ordering/purchasing, procurement and compliance, paper and electronic filing, and other similar tasks.
- Liaising with Department of Foreign Affairs and Trade headquarters, other Irish government departments/agencies and with local organisations and US government departments in delivery of responsibilities
- Assisting with the Visit & Event program of the Consulate
- Assisting with administration of the Consulate's funding schemes if required
- Assistance in all other areas of the Consulate's work as and when required

Candidate Profile

To be eligible the following qualifications/competencies are required:

- Fluent spoken and written English
- A minimum of five years of administration experience, at least two of which must have involved working with accounts
- The legal right to work in Canada. All locally hired staff are required to have a legal entitlement to live and work in the country prior to hiring
- Flexibility to work early mornings, late evenings or weekends if required

Candidates will be expected to demonstrate:

- Excellent written and verbal communication skills
- Excellent attention to detail
- Competence in the use of Microsoft Office Suite, and demonstrated ability to use accounting software
- A high level of discretion, commitment and reliability
- A proven track record of successful multi-tasking and working well in a team environment
- Excellent interpersonal, organizational and time management skills
- Self-motivation and the ability to work on their own initiative

How to apply

Submit a CV, detailed Cover Letter and two letters of reference from previous employers to Jennifer.Bourke@dfa.ie by noon (Vancouver time) on Wednesday 25 September 2019. Please identify your email clearly by putting the following in the subject line "Application for the post of Finance and Administration Officer".

Parties may alternatively send their submissions by post, to arrive by the above deadline, to:

Jennifer Bourke, Consulate General of Ireland, #704-999 Canada Place, Vancouver, BC V6C 3E1

Selection Process: Depending on the number of applications received, candidates may be short-listed based on the profile above.

Additional Information

The position will be full-time and will require regular out of hours work in evenings and at weekends.

Data Protection

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

Security Clearance for Local Staff

Police vetting 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 is committed to a policy of Equal Opportunity.