



**An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade**

Office and Accounts Manager - Embassy of Ireland, Paris

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.

The Embassy of Ireland, Paris is recruiting a permanent, full-time Office and Accounts Manager (contrat à durée indéterminée - CDI).

The Office and Accounts Manager will work as part of a busy administrative team at the Embassy of Ireland to France and the Permanent Representation to the OECD and UNESCO. The Embassy of Ireland to France is responsible for representing and promoting Ireland's interests in France and Monaco and developing bilateral relations, working closely with Ireland's state agencies. Information on the Embassy is available at www.embassyofireland.fr. Information on the Permanent Representation is available at www.dfa.ie/prep/paris

Candidate Profile

The successful candidate will demonstrate the skills required for the position of office and accounts manager – administrative knowledge, organisation of events, human resources, management of budgetary processes, project management, and ICT systems management. They will demonstrate a commitment to public service values and customer service. They will demonstrate knowledge of French workplace legislation and best practice. They will have a track record of delivering results, and demonstrate examples of working under pressure and to a varied range of stakeholders.

Knowledge of, and interest in, Irish and French politics and international relations will be an advantage, as will previous professional experience in an office-based or public-facing environment. Applications are invited from graduates with a third level qualification in a relevant field, particularly business management, human resources, accountancy, or similar. Candidates should have good written and oral communication skills in French and English. The candidate should be a native speaker of English or French and be fluent (minimum C1 or C2 level) in the other language. Both languages will be tested during the interview process. A French social security number is required. The successful candidate must have the right to live and work in France.

Role and Responsibilities

The Office and Accounts Manager will work to the Head of Administration, and to senior diplomats. The main duties and responsibilities include:

- Financial and budgetary management.
- Application of procurement and financial compliance, and management of contracts.
- Building and maintaining expertise and knowledge of Irish, French, and Embassy financial management systems.

- Management of the State-owned Embassy building, including management of utilities, maintenance, gardening, and other relevant works.
- Human Resources, including recruitment, contracts, and HR issues.
- Security and Compliance issues including building oversight and GDPR.
- Knowledge management – management of archiving and filing systems, both paper and electronic.
- Management of Embassy ICT systems.

Salary and conditions

The basic gross salary will be €2,873.24 per month, paid over thirteen months. Standard French working hours, leave allowance and arrangements, and a two-month probationary period, extendable once, will apply.

Application

Candidates are invited to send in a CV (max. two pages) with an accompanying cover letter, in English, and at least two work referees by **close of business on Wednesday 8 May**. Candidates must be available for interview in mid-May – a shortlist of candidates will be interviewed either in person in Paris or by telephone or videoconference elsewhere. Please note that we are unable to cover travel costs for candidates invited to interview.

Applications should be sent by **email** to tracey.cullotylacoste@dfa.ie, marked “Office and Accounts Manager”. By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to Tracey Culloty Lacoste, Embassy of Ireland, 4 rue Rude, Paris 75116, France.

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.