



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Finance and Administration Assistant Embassy of Ireland, Washington, DC

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, Washington DC is seeking to recruit a resourceful, proactive and flexible individual with previous experience in a similar environment to fill the position of Finance and Administration Officer in the Embassy.

Role

- Preparation of monthly Embassy accounts, including Bank Reconciliation;
- Accounts system administration in consultation with diplomatic staff;
- Payment of Embassy invoices and liaison with service providers;
- Review and report on operational budgets and expenditure, ensuring value for money and compliance with appropriate procedures and regulations. Take responsibility for procurement matters, including tendering and reviewing contracts where appropriate.
- Responsibility for day-to-day administrative tasks including contract and resource management;
- Front of office duties including dealing with visitors to the Embassy, phone and email enquiries, including consular services
- Providing administrative support to diplomatic staff as needed;
- Assisting with official events, which can range from large-scale meetings, to in-house receptions or high-level visits and meeting with partners;
- Contributing as part of the wider Embassy team to administration and other work as required.
- Helping to maintain contact databases; and
- Other duties as required from time to time as directed by the Ambassador, Deputy Head of Mission, and or Head of Administration.

Essential Requirements candidates must be able to demonstrate:

- At least two years of **professional experience** of book-keeping and accounts in an office-based, client or public facing role
- The candidate must demonstrate using work based examples of providing excellent **interpersonal skills**, being persuasive, **working in a team** but also dealing effectively with people in external organisations;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong **organizational skills**, attention to detail, able to work under pressure and to manage multiple tasks;
- The candidate should provide examples of being solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;
- The candidate must be fully fluent in English;
- The candidate must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- ***All applicants must have a prior permanent legal right to reside and work in the United States of America.***

Desirable Skills and Experience:

- A good understanding of the role of the Department of Foreign Affairs of Ireland and the Embassy;
- The successful applicant will work alongside other local employees of the Embassy, and will report directly to the diplomatic staff in the Mission. Previous experience in a diplomatic mission is desirable, but not essential.

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at Embassy of Ireland, Washington DC.
- Monday to Friday, 40 hours per week, with standard office hours from 9am to 5pm
- Remote working options subject to business needs.
- The salary for the position is **\$53,096.12** gross per annum, paid locally on a weekly basis. Salaries are paid direct to a bank account; therefore, the successful candidate must have a bank account.
- Embassy will reimburse 80% of reasonable personal medical insurance.
- The successful candidate will benefit from a non-contributory pension scheme, subject to specific terms and conditions.
- The annual leave allowance will be 20 working days applied pro rata per annum based on a 5 day week and is exclusive of public holidays

How to apply

The Job Description and Application Form for this position are available on our website
www.dfa.ie/USA

Completed application forms should be sent via e-mail only to
WashingtonEmbassy@dfa.ie with the subject line **Finance and Administration Officer
Vacancy.**

Applications must be received before 16:30 hrs EST on 27 September 2023

Depending on response rates, the deadline may be extended. Please note that only short listed applicants will be contacted.

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.
- It is planned that interviews will be held by videoconference before the end of October 2023.
- 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;

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 Embassy of Ireland to the United States of America is committed to a policy of
Equal Opportunity.***