

Job Title & Grade	Finance Assistant Programme & Head Office Grade VI
Campaign Reference #	103030
Closing Date	14 September 2026 by 5 pm
Proposed Interview Date	Week beginning 21 September 2026
Proposed start date	Based on one start date per month and other KPIs and timelines.
Duration of Post	Specified Purpose Contract
Advertisement Type	Internal/External
Specific T&C's of post	35 hours standard working week 30 days Annual Leave Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1 st June 2026: Grade, Code 0574, starting at Point 1 €58,447 and rising annually in increments: €71,442 LSIS.
Garda Vetting	Garda Vetting Required
Location of post	CHI Head Office – 700 South Circular Road D08 NH90, Ireland.
Reporting Arrangements	This post will report to the Finance Lead Programme & Head Office
Key Working Relationships	The post holder will work closely with: • Finance Lead, CHI Programme & Head Office • PMO Director & Team • Steering Group Executives, Programme • Human Resources, Programme & Head Office • Group Finance Business Partners. • Group Procurement & Materials Management • Group Financial Accounting Team including Accounts Payable & Receivable • External & Internal Vendors

	<i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.</i>
Purpose of the Role	The purpose of this post is to manage CHI Programme various Integration and ICT Projects being undertaken in support of the opening of the New Children's Hospital (NCH). CHI Head Office is the cross site corporate cost centre. This role will be integral in providing financial support on same. This is varied and interesting role and will be the key in tracking and recording Programme & Head Office spend in a timely manner and ensuring all Programme costs are recorded by Project ID's. This role will support across CHI sites as we move towards Integration and will be an integral support to Project Management Office (PMO) and Programme Finance Lead who oversee the total spend across the Programme and Head Office. This role will be the key support on Programme and HQ budgeting and forecasting and will assist on analysis of actuals v projections across the projects. This role will be responsible for partnering with transactional accounting team – Financial Accounting, Accounts Payable, Accounts receivable and payroll to ensure accurate and timely reporting. This role will be key support to Materials Management – partnering with the PMO in managing review and release of purchase orders and queries on same for Programme and Head Office.
Principal Duties and Responsibilities	Professional Duties and Responsibilities: • The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity • The post holder will be responsible for providing financial support on CHI Programme and CHI Head Office cost centres. • The post holder will be responsible and accountable for overseeing the Expenditure Approval Process in support of the Programme & Head Office, working closely with key stakeholders across the Programme Steering Groups (new resource requests ensuring internal order numbers are on all R2R's). • The post holder will assist on Programme and Head Office Budgeting and forecasting in line with HSE requirements

	• The post holder will support the Finance Lead on ensuring budgets and costs relating to the Programme are assigned accurately to appropriate Internal Order numbers and cost centres • The post holder will support the Finance lead, the PMO and the Steering Groups in the Programme's internal order (IO) process (reporting costs by Project ID). • The post holder will provide monthly journals to the Financial Accounting team for Programme and Head Office for monthly reporting, ensuring the quality and accuracy of accounting transactions, including the accuracy and validation of accounting accruals/prepayments for Programme and Head Office. Note the post holder will be required to adhere to strict monthly financial accounting deadlines. • The post holder will assist in monthly variance analysis reporting versus forecasts and budgets. • The Post holder will support the Finance Lead in monthly reconciliations and review of the IOs across HQ & Programme. • The post holder will support the Finance Lead in the production of Management reports required for various governance bodies and CHI Board. • The post holder will be responsible for overseeing that secondment invoices to the Programme and HQ are reconciled to the correct project id (IO) and reported correctly • The post holder will be responsible for overseeing external invoicing is undertaken in a timely and accurate manner and will partner with Accounts Receivable team ensuring receipt of same. • The post holder will assist in making all relevant Programme & HQ information and explanations available to the Groups external auditors and to assist in taking appropriate action in relation to relevant issues raised in the Audit Report and/or Management Letter. • The Post holder will support and contribute to the development of enhanced financial systems. • The Post holder will assist in the maintenance of the financial controls and procedures documentation • The Post holder will work towards the Improvement of audit and regulatory compliance • The post holder will have the ability to work successfully within a team with a focus on quality of work, speed of execution and results which are vital to success in this role. • The post holder will carry out monthly Balance sheet reconciliations of Programme and Head Office balances. • The post holder will partner the PMO to provide resolution for escalated vendor-related issues • The post holder will work with the PMO team to oversee the day-to-day management of external support vendors
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	<i>The above is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.</i>
Eligibility criteria, qualifications and experience	<u>Essential Criteria:</u> • 3 + years experience in a relevant/similar role, ideally in healthcare or large organisational transformation project. • Be a qualified member or studying towards qualification with a recognised accountancy body. • Excellent Excel Skills – proficient in pivots, lookups and general data manipulation, etc. <u>Desirable Criteria:</u> • SAP financials experience. • Specialist training would be highly regarded e.g. CIMA, CPA, ACA. • Demonstrated experience with large scale organisational projects with responsibility for financial management activities. • Project management experience. • Healthcare experience in acute care or similar setting preferred. • Demonstrated ability to adapt and respond to multiple stakeholder needs, develop innovative solutions, and drive successful outcomes. • Experience in managing complex work environments and conflicting stakeholder interests. • Ability to coordinate the efforts of multiple parties and to work in team environments. • Strong written and oral communications skills with full capability to write high quality materials. • Well-developed interpersonal skills and an ability to build relationships and work, negotiate with and influence people at different levels and with different backgrounds. • Ability to take initiative and responsibility. • Well-developed organisational skills and an ability to manage conflicting priorities in order to meet deadlines. • Ability to build close working relationships with internal and external stakeholders and influence decision making / drive buy-in to initiatives. • Resourceful and creative, a dynamic and adaptable approach. • Resilient and flexible approach to work, thrives in a fast-paced project environment. • Competent in using Microsoft Office products and project management software.

Competition Specific Selection Process How to Apply & Informal Enquiries	Applications for this post <u>must be accompanied by a cover letter</u>, setting out relevant experience that illustrates how the essential criteria listed above is met. The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria. * Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter. The closing date for submissions of CV's and cover letter is 14 September 2026 by 5pm. Applications must be completed through the advertised post on CHI.jobs by clicking 'Apply for Job'. Applications will not be accepted through direct email or any other method. For informal enquiries for this specialty/department, please contact Carl.Berkeley@childrenshealthireland.ie Programme and Head Office Finance Lead. For other queries relating to this recruitment process, please contact Talent Acquisition Specialist – Taurai Machuwe at Taurai.machuwe@childrenshealthireland.ie PLEASE NOTE: CHI has transitioned to a process of a one commencement day per month for all new employees, CHI internal transfers and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the launch of our new corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey. It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date. Below, you'll find the list of commencement dates for 2026 for your information. • November 9th, 2026 • December 7th, 2026 • January 4th, 2027
Information on “Non-European Economic Area Applicants” is available from https://dbe.gov.ie/en/ Children's Health Ireland is legally required to verify that all staff have the right to work in Ireland before they begin employment, regardless of nationality or immigration status. This right-to-work check is also	

necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire.

Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the [General Employment Permit \(GEP\)](#) and to the [Critical Skills Employment Permit \(CSEP\)](#). The change is required to be completed as part of pre-employment clearance.

All Permits and Change of Employer applications are processed on the [Employment Permits Online](#).

Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the [Critical Skills Occupational List](#) see if your profession is currently eligible under this route.

The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.

Children's Health Ireland is an equal opportunities employer.