

Job Title & Grade	Finance Business Partner Grade VII
Campaign Reference #	103503
Closing Date	22 September 2026 by 5 pm
Duration of Post	Specified Purpose Contract
Advertisement Type	Internal/External
Specific T&C's of post	35 standard working week/ shift work required Annual Leave: 30 days per annum 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 VII, starting at Point 1 € €61,219 and rising annually in increments: €79,583 LSIS.
Location of post	700 South Circular Rd, Kilmainham, Dublin 8, D08 NH90
Reporting Arrangements	This post will report to the Head of Financial Planning & Analysis
Key Working Relationships	The post holder will work closely with: • Chief Financial Officer and Head of Financial Planning & Analysis • Finance Team Cross Hospital Sites & Programme • Clinical Director of assigned Finance Business Partner Clinical Directorate • Clinical Directorate Operational Management and the clinical teams cross sites Clinical Directorate Nursing Team and ADON leading Directorate

	• Staff within CHI's Programme team • Staff within the existing children's hospitals including Finance, Materials Management, Accounts Payable, Payroll, HR and Medical Manpower managers, and other partners or teams as required. • Key stakeholders within the HSE and Department of Health and others as required. • External Vendors • Auditor's Office of the Comptroller & Auditor General • The successful execution of duties will involve the development of appropriate relationships with colleagues across the hospitals. It will also require extensive communication with key stakeholders both internal and external. • The successful execution of duties will involve the development of appropriate relationships with colleagues across the hospitals. It will also require extensive communication with key stakeholders both internal and external. <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 Finance Business Partner (FBP) posts will assume responsibility for financial management and reporting, including cost centres for pay, non-pay and income review and analysis, and will support on site specific, cross site and Programme reporting as required. This role will be critical in continuing the work in these areas as services expand. These roles will also have responsibility for reporting to the HSE and will evolve as needed as we move toward NCHI structure.
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. • Act as financial liaison to the clinical directorate managers and the multi-disciplinary team. • Support clinical directorate cross site in budgeting and capacity management. Key support and development of associated devolved budgets. • Responsible for reporting monthly forecast for assigned sites and Directorate and for providing deficit commentary for National reporting. • Responsible for monthly review meetings with Site & Clinical Directorate leads ensuring they are kept informed on financial performance versus Budget and forecast.

	• Provide financial analysis and direction to clinical directorate management and Programme Management cross projects. • Support directorate business case development and service planning requests. • Work closely with clinical directorate managers and the clinical teams to streamline processes and protocols to achieve the maximum clinical output and best patient outcomes. • Work closely with Clinical Directorate Leads and Executive in support of ongoing projects and management of funding streams for same • Responsible for providing financial support across capital funded and revenue spend. • Maintain and improve invoice management and reconciliation processes. • Responsible for forecasting and tracking expenditure against allocated budget across clinical directorates. • Responsible for maintenance and monthly reconciliation of multiple Project Reports managed by Internal Orders. Key end to end support on same to Cross site Clinical Directorate Management teams ensuring governance structure for same adhered to. • Responsible for Capital drawdowns on ongoing Capital projects across the sites. • Responsible for ensuring that Wait List initiatives and charity funded initiatives relating to sites/Clinical Directorate are accounted for and funded in a timely and accurate manner and where possible are tracked using Internal Order Number with responsibility of reconciliation of same • Financial Liaison for site specific agreements relating to overheads, SLA arrangements etc • Responsible for partnering with Financial Accounting Team to ensure accounting adjustments done as needed and that true cost pressures are reported • CHI Financial liaison and support on CHI financials related to sites / clinical directorates administered by External Hospital Groups • Ensure vendor accounts are set up to meet financial reporting requirements across all sites. • Financial liaison to HR Team in support of Pay Costs reconciliations relating to site/Clinical Directorate and finance support on recuperation of funding for new posts. • Communicate when required with external bodies, i.e. Comptroller and Auditor General, HSE, DOH and other external agencies etc., and communicate internally with all other divisions within the Finance department. Reporting: • Provide analysis and reports in a timely manner on a monthly net outturn basis for clinical directorates, corporate management, the Hospital Group Board, Programme Leadership and external stakeholders.
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	- Investigate and report on significant issues driving the financial performance of the Hospital Sites and the Programme. Provide recommendations to promote continuous improvement and identify corrective action in relation to adverse variances. - Responsible for monitoring run rate and for site/Clinical Directorate and for investigating and reporting on cost pressures - Responsible for monthly reforecast of site/Clinical Directorate - Responsible for quarterly forecast reported to HSE for sites/Clinical Directorate and providing detailed workings and narrative on projected deficit GAP - Responsible for ensuring that all HSE financial templates relating to sites/Clinical Directorate are completed and reported in a timely and accurate manner within requested deadlines. Budgeting: - Working with Financial Planning and Analysis Lead to develop budgetary planning information systems to support flexed budgeting and rolling forecasts. - Liaise closely with budget holders to maintain an awareness of service developments and consider the supporting financial resources required. - Support in the Budgetary funding allocation process. - Responsible for ensuring that funded budget is assigned to correct cost centres and is updated in SAP Financials - Responsible for comparing Budget to Forecast and supporting Clinical Directorate/Site Leads with analysis of same. System Development: - Contribute to the development of enhanced financial systems. - Oversee improvements in reporting at patient level. - Oversee improvements in reporting at Clinical Directorate and project level. - Identify opportunities for future system development based on best practice. Other: - Other duties that may be assigned include: - Completion of HSE and other templates e.g. expenditure, pay and numbers, forecasts etc. - Tracking NTPF, Slainte Care and other wait list activity - Invoicing third parties for recoverable amounts - Any other duties appropriate to the role that may be assigned.
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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 him/her from time to time and to contribute to the development of the post while in office.</i>		
Specific Requirements / Exposures for this post:	Includes (tick all that apply): ☐ Driving ☐ Working at height ☐ Regular VDU work ☐ Night working ☐ Food handling ☐ Working with Ionising radiation ☐ Other (please specify): ☒ None Applicable:	Exposure to (tick all that apply): ☐ Noise (>80dBA) ☐ Cytotoxic drugs ☐ Respiratory sensitisers ☐ Vibrating equipment ☐ Other (please specify): ☒ None Applicable:	Consists of (tick all that apply): ☐ Contact with patients ☐ Patient moving and handling ☐ Inanimate moving and handling ☐ Exposure Prone Procedures (EPP) ☐ Work in Haemodialysis ☐ Work in confined spaces ☐ Other (please specify): ☒ None Applicable:
Eligibility criteria, qualifications and experience	<u>Essential Criteria:</u> • Be a qualified member of a recognized accountancy body. • Candidates must have a minimum of two years' post qualification experience working in a large finance department within the last 5 years. • Significant recent experience working in a finance role in large multi divisional organization to include experience of computerized finance and budgeting systems (e.g. SAP) as relevant to the role. • Significant recent experience in regular monthly finance reporting and financial accounting processes including achievement of monthly and yearly deadlines with multiple stakeholders. • Significant experience of data analysis and preparation of reconciliations and reports within strict and tight timelines as relevant to the role. • Possess the requisite knowledge and ability, including a high standard of management ability for the proper discharge of the office <u>Desirable Criteria:</u>		

	CHI has transitioned to a process of a one commencement day per month for all new employees and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the 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 your information. • 7th December 2026 • 4th January 2027 • 8th February 2027
Information on “Non-European Economic Area Applicants” is available from https://dbei.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.	

Does the post above identify for filling come within the definition of an Exposure Prone Procedure (EPP) Post? (Tick below as appropriate)	
YES ☐	NO ☒
Exposure Prone Procedure (EPP) Post Assessment of Post in line with the 'Integrated Guidance on Health Clearance of Healthcare Workers and the Management of Healthcare Workers Living with Bloodborne Viruses (Hepatitis B, Hepatitis C and HIV, 2025')	
Exposure Prone Procedures (EPPs) are defined in the national guidance as: 'invasive procedures where there is potential for direct contact between the skin, usually finger or thumb of the healthcare worker and sharp objects or surgical instruments – such as needles, sharp body parts (for example fractured bones) spicules of bone or teeth – in body cavities or in poorly visualised or confined body sites, including the mouth of the patient'. All staff hired, transferred or promoted into an EPP post will be required to provide evidence via Occupational Health service of their freedom from infection in line with this national guidance. No appointment will be made in the absence of such evidence. EPP workers with previous EPP clearance prior to November 2025, may require further clearance in line with this updated guidance, so should submit details of previous clearance in line with section 9 of this form. The guidance is available here https://www.hpsc.ie/a-z/bloodbornevirus/ Detailed information on those categories of staff and procedures coming under the scope of the EPP definition is available from the Area Recruitment Unit. If there is any doubt about whether the post you have identified above comes within the definition of an EPP post, expert advice should be sought from the Occupational Health Service.	