

Head of Finance

The National Gallery of Ireland ('the Gallery') is Ireland's major national cultural institution devoted to the collection and care of fine art. Comprising more than 19,000 paintings, drawings, watercolours, miniatures, prints, sculpture and decorative arts, the institution's extensive holdings include masterpieces by many of the most celebrated figures in the history of western European art. In addition, the Gallery houses the most representative collection of historic Irish art. Funded mainly by the State, the Gallery employs more than 180 staff and provides free access to the public 361 days a year. The Gallery has received numerous recent awards and accreditations. These include accreditation under NSAI SWiFT 3000, which provides an independent evaluation of our compliance with the Code of Practice for the Governance of State Bodies and the RIAI's Silver Medal for Conservation and Restoration.

The Gallery wishes to recruit a **Head of Finance** on a permanent basis in the Corporate Services division. The overall purpose of this post is to lead the Finance department at the Gallery, ensuring delivery of all aspects of Gallery wide financial management and statutory reporting for this leading cultural institution. This post will also be responsible for procurement management at the Gallery.

Reporting to the Director of Corporate Services (or nominated deputy), the Head of Finance will:

- Manage all aspects of finance in the Gallery which includes Exchequer funding and own generated revenues and all related reporting.

- Ensure adherence to, and compliance with, appropriate accounting standards and all statutory and other regulations including, statutory returns for payroll, pensions and tax and Prompt Payment of Accounts Act 1997.
- Provide support and information for parliamentary questions, board related issues and other information requests.
- Deliver all reporting requirements of the updated Code of Practice for the Governance of State Bodies (2016).
- Oversee the Gallery's annual statutory accounts, monthly management accounts, financial management reports, funder reports, grant application submissions in accordance with appropriate financial procedures and guidelines and in accordance with recognised accounting standards.
- Manage the internal and external audit processes in the Gallery and deal with issues arising, including Comptroller and Auditor General (C&AG) audits.
- Provide assurance on adequacy of all financial management procedures and processes and maintain up to date manuals
- Prepare a robust and fit-for-purpose yearly budget to support the delivery of the Gallery's strategy and services, and track performance against budget.
- Liaise with the Department of Culture, Communications and Sport in respect of all financial matters and drawing down funding and grants.
- Lead on policies in the area of financial management and corporate governance.
- Manage the Finance department and advocate a culture of continuous professional development and operational improvement within these departments to ensure they meet their annual goals. Ensure they are properly resourced to deliver goals and to meet Gallery's expanding technology, reporting and commercial requirements.

- Participate in cross-functional initiatives that contribute to the delivery of the strategic objectives of the Gallery.
- Be proficient in presenting financial and other information in a clear, concise and logical manner to the Board and internal / external stakeholders.
- Be prepared to improve efficiency in finance systems, processes, procedures and structures, making sound decisions in a timely manner.
- Any other duties, and any changed duties, as assigned by the Director of Corporate Services

The successful candidate will have:

- A relevant qualification as a qualified accountant (ACA, CIMA, ACCA) with membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA).
- Significant relevant post qualification accountancy experience including management accounting, financial accounting, financial services or the regulatory environment. Public Sector work experience is desirable.
- Previous work experience at senior management level in a similar sized organisation.
- Previous work experience of overseeing audit processes, financial reporting including management and statutory accounts, budget process and practices.
- The ability to produce robust and fit-for-purpose budgets and track performance against budget.
- The ability to operate at strategic level coupled with operational understanding and strong financial acumen.
- A knowledge of public sector accounting and financial management environment and systems.

- Evidence as a visible, energetic and confident leader with the ability to motivate and inspire multiple teams, delegate effectively and facilitate high performance.
- A clear understanding of procurement, including contract negotiation and award, and subsequent management through to implementation.
- The ability to work independently and in a collaborative environment with peers and team members.
- An ability to clearly define goals/objectives and delegates effectively encouraging accountability for tasks.
- The ability to present financial and other information in a confident logical and convincing manner both verbally and in writing.
- A high degree of analytical, conceptual and problem-solving skills in financial and business management.
- A strong track record in the exercise of sound professional judgement.
- An ability to maintain composure while working under pressure whilst achieving tight deadlines with accuracy and attention to detail.
- A strong work ethic, be flexible and results focused.
- An energy, enthusiasm and a willingness to contribute effectively to a positive work environment at the Gallery.

Conditions of employment

This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. This may be subject to review in view of new structures and/or the changing needs of the Gallery. All employees are required to be compliant with NGI screening and Garda Vetting procedures. The post will be subject to a satisfactory medical check and successful completion of a successful probationary period. Applicants must be fluent in English and be eligible to work in Ireland.

Citizenship Requirements

Eligible candidates must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland, pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who has a Stamp 4 permission or a Stamp 5 permission.

Please note: A 50 TEU permission, which serves as a replacement for Stamp 4EUFAM after Brexit, is considered equivalent to Stamp 4.

To qualify candidates must be eligible by the date of any job offer.

Job Details and Application Information

Grade and Salary:

The salary for this position will be in accordance with the Engineer Grade I & Professional Accountant Grade I (PPC) as per the 1 June 2026 pay adjustments.

The salary scale for this position is as follows:

€87,510 €90,260 €93,015 €95,761 €98,508 €101,776 €105,493
(LSI1)¹ €109,216 (LSI2)²

- The starting salary will be at the first point on the scale, €87,510 per annum, or on a higher point of the scale, as appropriate to the successful

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

candidate, if appointed from an existing public sector role (in accordance with Circular 08/2019).

- Candidates should note the National Gallery of Ireland complies with Department of Public Expenditure and Reform regulations and guidelines on Public Service pay and conditions of employment.

Annual Leave: The successful candidate will be entitled to 30 days of annual leave pro rata

Superannuation: The successful candidate will be placed on the public sector pension scheme.

Benefits: The Gallery provides staff the opportunity to participate in the tax saver and cycle to work schemes.

Duration: Permanent

Working hours: Full time, 5 days a week – 35 hours per week (net of breaks). Please note, flexibility is required and the successful candidate will be required to work occasional early mornings, late evenings and weekends.

Any personal data that you provide when applying for this position shall be processed in accordance with our [Privacy Notice](#).

How to apply:

To apply for this role, please submit your application online and upload the following documents in PDF format:

- CV (should be no more than three pages) detailing your relevant achievements and experience to date.
- Cover letter (should be no more than two pages) outlining why you wish to be considered and how your skills and experience meet the requirements of the role.

Only fully completed applications submitted before the closing date will be accepted.

All enquiries relating to the role can be sent through the messaging function within the Rezoomo application system, or alternatively to the HR Team at hrhelpdesk@ngi.ie. Canvassing will disqualify.

Panel:

Candidates should note that at the end of the candidate assessment process a panel of successful candidates may be formed based on order of merit, from which future positions may be filled.

Closing date for receipt of applications: 1 November 2026

Interviews will be scheduled in early November 2026.

At the National Gallery of Ireland, we value equity, diversity and inclusion. We recognise the benefits it can bring to our staff and our visitors interactions. We celebrate difference and want our people to be representative of all



communities. If you require reasonable accommodation for any part of the application process, please do not hesitate to let us know.

The National Gallery of Ireland is an equal opportunities employer