Temporary Assistant Principal - Assistant Director, Finance & Procurement

10-month temporary contract employed by Cpl on assignment with Coimisiún na Meán

November 2026

About the Role & Organisation

Role Purpose	Cpl are seeking a Temporary Assistant Principal - Assistant Director, Finance & Procurement for our client Coimisiún na Meán. The successful candidate will be employed by Cpl on a 10-month temporary assignment working in Coimisiún na Meán.
About Coimisiún na Meán	Coimisiún na Meán is Ireland's agency for developing and regulating a thriving, diverse, creative, safe and trusted media landscape. The organisation was established in March 2023, further to the provisions of the Online Safety and Media Regulation Act 2022. As the independent media regulator, Coimisiún na Meán is responsible for regulating broadcasters, video-on-demand providers and online platforms established in Ireland. Its wide-reaching remit also includes supporting and developing the Irish media sector.

Responsibilities

Key Responsibilities

- Oversee day-to-day financial activities including accounts payable, travel & expenses, payroll and tax compliance
- Manage the month-end close processes and procedures, including the preparation of monthly management accounts
- Coordinate the preparation of annual financial statements and supporting schedules for audit purposes
- Act as organisational lead for external (C&AG) audits and address audit findings
- Manage treasury, working capital and cash flow requirements
- Ensure robust Fixed Assets accounting processes and controls are in place
- Provide accurate and timely financial information to key internal and external stakeholders
- Support procurement governance and compliance activities in line with public sector requirements
- Support the Finance & Procurement function's engagement with the ERP implementation programme, including business process review, testing, data validation, training and operational readiness activities
- Ensure continuity of finance and procurement operations throughout the ERP implementation period while maintaining effective controls and governance arrangements
- Continuously improve and develop the control environment in line with best practice for public sector bodies

The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and is subject to review and change

Responsibilities & Requirements

Essential Criteria

- Full Professional Qualification (e.g., ACA, ACCA, CIMA, CPA) with membership of a recognised accountancy body
- Strong technical expertise, knowledge and understanding of accounting methods, procedures and processes
- Strong leadership skills, with a minimum of 5 years' experience managing a team
- Solid understanding of the key principles of corporate governance, audit, and risk management
- Excellent communication and presentation skills, with the capacity to articulate complex issues to diverse audiences

Desirable Criteria

- Experience in a regulatory or public sector environment
- Experience managing change and continuous improvement practices

Key Information

Benefits, Package & Pay

- This position is offered on a temporary agency contract for a minimum period of 10 months.
- The successful candidate will be employed by Cpl
- Full time, 35 hrs per week
- Annual Leave: 30 days per annum
- The role will be a hybrid role combining home and office working. The current hybrid policy is 2 days in the office.
- The Coimisiún na Meán office is located at One Shelbourne Buildings, Shelbourne Road, Dublin 4, D04 NP20.
- This position is graded at the Assistant Principal scale.
- Successful candidates will be appointed on the first point of the scale.

Application Process

- If you are interested in applying for this position, please submit a CV (max 2 pages) via HERE before Wednesday 2nd December 2026 at 11am.
- Appointment to this role is subject to the candidate's eligibility to work in Ireland.
- All positions require candidates to live in the Republic of Ireland or Northern Ireland.
- For queries related to the application or selection process related to this role, please contact cnam@cpl.ie

Competencies

Please see the competencies below that will be assessed at interview stage for this competition:

- Leadership
- Judgement, Analysis and decision making
- Management and Delivery of Results
- Interpersonal and Communication skills
- Specialist Knowledge, Expertise and Self Development
- Drive & Commitment to Public Service Values