



Broadcasting Authority of Ireland

Executive Officer (EO) Finance

Role Description

The Broadcasting Authority of Ireland (“BAI”) was established under the Broadcasting Act 2009 (“the Act”) on 1st October 2009, as an independent regulator for radio and television broadcasters in Ireland. The Act sets out a range of general and specific objectives for the BAI and specifies that the BAI “shall endeavour to ensure:

- that the number and categories of broadcasting services made available in the State best serve the needs of the people of the island of Ireland, bearing in mind their languages and traditions and their religious, ethical and cultural diversity;
- that the democratic values enshrined in the Constitution, especially those relating to rightful liberty of expression, are upheld; and,
- the provision of open and pluralistic broadcasting services.”

The Act also sets out a range of other objectives for the Authority which include:

- stimulating the provision of high quality, diverse, and innovative programming;
- facilitating public service broadcasters in the fulfilment of their public service objects;
- promoting diversity of control in the commercial and community sectors;
- providing a regulatory environment that: –
 - sustains independent and impartial journalism;
 - sustains compliance with employment law;
 - protects the interests of children;
 - facilitates a broadcasting sector which is responsive to audience needs and accessible to people with disabilities;
 - promotes and stimulates the development of Irish language programming and broadcasting services.

The BAI gives effect to these responsibilities through a range of regulatory policies, processes and procedures which include among others:

- The development, implementation and review of a Broadcasting Services Strategy that continues to facilitate dynamic licensing policies and plans and promotes quality programming on Irish television and radio.



- The promotion of Media Plurality in Ireland through relevant research, the provision of advice to the Minister as required, the implementation and review of the BAI Ownership and Control Policy, and evaluation of media merger proposals.
- The review and assessment of the adequacy of public funding for RTÉ and TG4
- The preparation and revision of Broadcasting Codes which govern the standards and practices to be observed by broadcasters.
- The processing and adjudication of broadcasting complaints, through its Compliance Committee.
- The responsibility for the Broadcasting Funding Scheme to provide funding for the production (through the Sound and Vision scheme) and the archiving (through the Archiving Scheme) of radio and television programmes pertaining to Irish culture, heritage and experience. The Scheme is funded via 7% of the television licence fee.

Vacancy:

The BAI has an immediate vacancy at Executive Officer (EO) level for a permanent EO - Finance.

Interested and suitably qualified candidates from either the Civil Service or other Public Service organisations may be eligible for a secondment.

Purpose of the Role:

The Executive Officer role within the BAI is a key support role in that Executive Officers are required to provide operational, secretarial and administrative support across the organisation. Executive Officers are expected to have the autonomy to demonstrate initiative in determining the manner in which their work is planned and carried out, determining appropriate systems and approaches to work that will deliver on their objectives.

Working within the matrix environment, Executive Officers have key responsibilities in terms of providing comprehensive administrative support to projects that facilitate the management of budgetary and stakeholder accountabilities. The role also includes interaction at times with the Authority and Statutory Committees as well as the public and other stakeholders both on and off site. The role includes supporting the implementation of various organisational policies requiring a sound knowledge of the organisation.

Executive Officers are expected to be actively engaging in the Performance Management and Development (PMD) process, in their ongoing development as well as actively eliciting feedback that can contribute to an improvement in their own performance. It is required that they share knowledge and



information with others and provides support to colleagues as required. They must also commit to developing their own skills, knowledge and experience and demonstrate an awareness of their own strengths, weaknesses and development opportunities in relation to performance as well as a willingness to address these.

Executive Officers are expected to consistently demonstrate behaviours that exemplify the organisational culture and values. They are also expected to support colleagues and managers in the implementation of the work plan and the achievement of milestones identified in the strategic plan.

Executive Officers have budgetary accountability in the BAI in that they are required to deliver a level of administrative support that actively contributes to accurate and timely organisational budgetary management.

Executive Officers are expected to provide a high quality service to all stakeholders that is timely, informed and professional. They must demonstrate a solid understanding of who the BAI stakeholders are and the nature of their relationship with the organisation. To achieve this, they are required to build rapport with stakeholders and provides efficient, professional and courteous service.

Indicative List of Potential Duties:

The BAI operates in a matrix environment where resources are deployed flexibly to the areas of priority. As such, BAI staff members are allocated work in a range of areas. While all BAI positions contribute to the matrix and work across a range of areas, this position will be primarily working in the Finance function, though it is expected that the successful candidate will also be providing support to other areas of the BAI.

Duties are likely to include:

- Preparation and administration of fortnightly and quarterly payroll runs to include monthly payroll reconciliations to budgets, monthly payroll related payments, preparation of Revenue related returns and administration of the year end payroll process.
- Preparation of monthly bank reconciliations
- Treasury management support as required
- Preparation of monthly journals as part of management accounts process
- Preparation of monthly control accounts
- Preparation of travel and subsistence claims for employees and Authority members
- Provide back-up cover to Clerical Officer as required in preparation of the fortnightly accounts payable run and monthly grant payments run to include coordination of invoice approval, management of aged creditors report, updating of ledgers and electronic payments
- Manage the administration of the BAI Levy process in conjunction with the outsourced service provider.



- Preparation of monthly reconciliations of Sound and Vision Scheme grant payments
- Provide administrative support to the finance team as part of the annual budgeting process
- Assist with preparation of year end accounts to include analysis of individual cost codes
- Assist with queries relating to annual internal and external audits
- Preparation and submission of returns to Revenue and the Department of Communications, Climate Action and the Environment
- Other administration duties to support the finance team

It is expected that the Executive Officer (Finance) will contribute 80% of their time to Finance related activities. In addition to finance matters, the successful candidate will also be deployed across the matrix for 20% of their time. Areas of responsibility there will be defined on appointment. In determining the successful individual's work allocation, reference will be made to their current experience, expertise and skills.

Key Competencies

The BAI operates a Competency Framework. Applicants will be expected to demonstrate how they have developed these competencies through previous experience and learning.

The BAI competencies are as follows:

- Strategic Thinking
- Decision-making
- Problem-solving
- Resource Effectiveness
- Stakeholder Focus
- People Management
- Clear Communication
- Team Working
- Flexibility
- Learning and Improving

Essential Skills and Knowledge

- Minimum of one year's experience in accounts payable or other financial role
- Strong interpersonal skills
- Strong Microsoft Excel Skills
- The skills to work as part of a team and the ability to work on own initiative



Desirable Skills and Experience

- May have an interest in pursuing an accounting/accounting technician qualification
- Working knowledge of the Irish language

The BAI is an equal opportunities employer and would particularly welcome applications from people with disabilities for these posts

Key Terms and Conditions of Post

- This is a full-time position, working 37 hours a week

The post will be offered on a permanent basis, subject to suitable references, a satisfactory medical examination and the satisfactory completion of a six-month probation period per the terms of the BAI Probation Policy.

The position is graded at the equivalent of the Civil Service Executive Officer (Standard) Grade. Salary starts at €27,657 rising to €47 082 (LSI 2). It is anticipated that the salary will be graded at the first point on the scale.

Annual leave is 23 days per annum, rising to 24 after 5 years of service and 25 after 10 years of service at that grade. This is in addition to statutory public holidays and Good Friday.

Travel may be required from time to time. Travel and Subsistence will be paid as per rates fixed from time to time for the Public Service by the Department of Finance and/or the Department of Public Expenditure and Reform.

The successful candidate will be a member of the Single Public Service Pension Scheme unless s/he was a public servant in the 26 weeks prior to being offered the contract. Scheme membership, contributions and benefits are in accordance with terms set down by the Minister for Public Expenditure & Reform.

The role is based at the Authority's headquarters at 2-5 Warrington Place, Dublin 2.

Process:

Interested candidates should submit their full career details in a curriculum vitae and a cover letter demonstrating how they meet the requirements for this position including current annual salary.



For ease of processing, please note that email applications must be marked in the subject heading with your name and the post you are applying for – “Your name - EO Finance”. Failure to do so may result in your application being deemed ineligible.

Applicants are asked to demonstrate in their cover letter, by reference to specific achievements in their career to date that they possess the qualities, skills, competencies and knowledge required for the role of Higher Executive Officer as identified in this role description.

Applicants should also provide the name of two referees. It is the policy of the BAI to only contact referees once an individual comes under consideration for appointment.

Complete applications should be submitted by email to: reception@BAI.ie by **12 noon latest on 29/03/2018**. Late applications will not be accepted.