



## **Programme Finance and Operations Compliance and Finance Assessment Officer - Permanent**

<b>POST</b>	Compliance and Finance Assessment Officer - Programme Finance and Operations Team
<b>REPORTING TO</b>	Acting Head of Programme Finance and Operations, Léargas
<b>JOB PURPOSE</b>	Ensure the effective and efficient co-ordination of project funding, reporting, and checking; review Léargas compliance with guidelines for Erasmus+, European Solidarity Corps and other Léargas programmes and initiatives
<b>PAY GRADE</b>	Léargas utilises civil service pay scales. Appointment refers to Executive Officer Grade and salary offer is at point 1 - €37,544
<b>APPLICATION DEADLINE</b>	5pm on 21st May 2025

Léargas is responsible for developing and implementing national and international exchange programmes across the sectors of adult education, school education and early years, vocational education and training, sport, youth and volunteering. These activities connect people in different communities and countries and bring an international dimension to organisations across Ireland. We are the National Agency for the Erasmus+ and European Solidarity Corps programmes of the European Union across the sectors mentioned above, and we are the National Support Office for other EU initiatives in Ireland. We are a company limited by guarantee and a registered charity (CHY 8317) under the remit of the Department of Further and Higher Education, Research, Innovation and Science.

We have built a national and international reputation for effectively managing significant levels of funding to support European collaboration and exchange. We have also built a reputation for a friendly and supportive approach to programme applicants and beneficiaries.

### **The Role**

We're looking for a Compliance and Finance Assessment Officer to join our team on a permanent contract. This is a key role in making sure that EU-funded projects follow the rules and guidance set out by the European Commission.

Your main focus will be reviewing project reports, checking that activities and spending meet the terms of the grant agreements, and supporting control procedures. While the role touches on finance, the emphasis is firmly on compliance, accuracy, and quality assurance.

It's a varied and rewarding role that would suit someone who's highly organised, has great attention to detail, and is confident working both independently and as part of a team.

### **Key Responsibilities**

- Review interim and final reports from programme beneficiaries, ensuring compliance with Erasmus+ and European Solidarity Corps rules and grant agreements.
- Conduct organisational checks to confirm projects align with objectives, focusing on eligibility, procurement, and deliverables.
- Support and coordinate compliance control procedures in line with EU requirements and National Agency guidance.

- Assist in the delivery of risk-based checks, including desk reviews, on-site visits, and document audits.
- Monitor error rates, identify irregularities, and contribute to improving quality and compliance processes.
- Support with the delivery of project management days for beneficiaries.
- Oversee payment and refund processes to ensure adherence to programme requirements and internal controls.
- Provide clear and helpful guidance to organisations on compliance, reporting, and financial procedures.
- Collaborate with Senior Programme Finance and Operations Officers to:
  - Monitor organisational adherence to EU programme guidance.
  - Enhance our internal compliance and control systems.
  - Undertake additional duties as directed by the line manager or Executive Director.

### Person Specification

We're looking for someone who can demonstrate the following:

- Proven experience in assessing grant-funded projects, particularly those involving EU rules or other public funding programmes.
- Understanding of compliance requirements, including eligibility criteria and reporting obligations.
- Advanced proficiency in Microsoft Excel, with the ability to manage, analyse, and report on financial data effectively.
- Exceptional organisational and time management skills, capable of handling multiple priorities and meeting tight deadlines.
- High accuracy and attention to detail in reviewing documents and managing data.
- Ability to work independently, take initiative, and resolve issues within compliance frameworks.
- Comfortable working remotely, with clear communication and accountability in a hybrid work environment.
- Strong teamwork and communication skills, fostering a supportive and collaborative approach with colleagues and programme beneficiaries.
- A qualification in a related field (e.g., business administration, law, compliance) is desirable but not essential if supported by relevant experience. An accountancy qualification is not required.

### Key Capabilities

- **Future Readiness** – A willingness to embrace change, think creatively, and contribute to innovative and practical solutions.
- **Specialist Knowledge** – Sharing your expertise and supporting others through collaboration and insight.
- **Effective Work Management** – Strong decision-making and problem-solving skills, with excellent attention to detail.
- **Communication and Collaboration** – A team player who builds positive relationships, communicates clearly, and works well with others.



### **General requirements of all Léargas staff**

We expect our people to show leadership, exceptional organisational and planning skills, and to be analytical and conceptual thinkers with excellent IT, networking and influencing skills. We expect excellent interpersonal and communication skills, including presentation skills, combined with an ability to fit within a team that works to support the vision and mission of Léargas.

### **Application process**

Send your **expression of interest and concise CV** to [recruit@leargas.ie](mailto:recruit@leargas.ie) to reach us no later than **5pm on 21<sup>st</sup> May 2025**. Interviews to take place week commencing **26<sup>th</sup> May 2025**.

On conclusion of this competition a panel of successful candidates may be formed. Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may be considered for subsequent approved vacancies over the next 18 months.

We work 35 hours per week in a flexible environment. The position is based in Dublin and will require national and international travel. We operate a hybrid weekly work arrangement with staff working between office and home. Other benefits of working in Léargas include:

- Generous annual leave
- Defined contribution pension scheme
- Staff development and further education support
- Flexible working schemes
- Paid sick leave scheme
- Death in service benefit
- Employee Assistance Programme

Léargas is an equal opportunities employer and welcomes applications from people with disabilities.