



An Roinn
Gnóthaí Eachtracha
Department of
Foreign Affairs

**Finance Officer/Administrator position,
Los Angeles Consulate General of Ireland**

The mission of the Department of Foreign Affairs is to promote and protect abroad the values, interests and economic wellbeing of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.

The Consulate is seeking to recruit a resourceful, proactive and flexible individual with previous experience in a similar environment to fill the position of **Finance Officer/Administrator** in the Consulate on a 24-month contract.

Finance Officer/Administrator - Position Details

- This is a full-time position.
- Monday to Friday, 40 hours per week, with standard office hours from 8:30am to 4:30pm.
- The gross salary for this role is \$866.60 per week (\$45,219 per annum).
- Annual Leave entitlement to 20 days', plus public holidays.
- A contribution towards the cost of private medical insurance will be offered to any locally employed employee in the Consulate.
- In response to the ongoing COVID-19 pandemic, the successful candidate will work remotely from home initially, returning on a full-time basis to the office, once it is safe to do so.

Main responsibilities:

This key role will involve, amongst other functions:

- Preparation of the monthly Consulate General accounts;
- Preparation of the Mission's budget and pre-budget submissions;
- Accounts system (SUN) administration in consultation with diplomatic staff;
- Payment of invoices and liaison with service providers;
- Administration of Chancery (Consulate office);
- Overseeing Chancery general maintenance, including communication with landlord and service providers re (small) repairs, services charges, utilities, maintenance etc.;
- Management of Mission supplies;
- Consular services including dealing with public enquiries as required;
- Liaison with HQ on telecommunication/server updates/problems and ICT equipment (including seeking sanctions); and
- Executing other administrative tasks including procurement as required from time to time by the diplomatic staff.

Candidate Profile

The successful candidate should have:

- Previous relevant experience especially in the area of book-keeping and accounts;
- Good numerical, administrative and organisational skills;
- The ability to work well under pressure and be an effective communicator;
- The ability to multitask, be reliable and have good attention to detail;
- Good working knowledge of Microsoft Office Suite;
- The ability to work on their own initiative and to be flexible in the work they are required to undertake.

The successful applicant will work alongside other local employees of the Consulate, and will report directly to the diplomatic staff in the Consulate. Previous experience in a diplomatic mission and knowledge of Ireland are desirable.

All applicants must have a permanent legal right to reside and work in the USA (US passport/ US birth certificate/ US naturalization/ valid Green Card). As a US citizen/resident, you are personally subject to US social security and self-employment taxes while employed at the Consulate General of Ireland, Los Angeles.

Security Clearance for Local Staff

Police vetting will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful, this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

How to Apply

Applicants must submit a **résumé** (two pages maximum), include a cover letter referencing the Finance Officer/Administrator Position, & have **two nominated references**.

Applications must be submitted by email to losangelescg@dfa.ie with the subject line **'Finance Officer/Administrator Position'** **before close of business on Wednesday, 3 February.**

Applications received after this time will not be considered. It is envisaged that interviews for selected candidates will take place in February.

Please note that canvassing will disqualify applicants.

By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts. The Consulate General of Ireland is an equal opportunities employer.