



## **Administrator and Secretary to the Council**

The Irish Fiscal Advisory Council (IFAC) is an independent statutory body established as part of a wider agenda of reform of Ireland's budgetary architecture. It plays a key role in assessing macroeconomic and budgetary forecasts, monitoring compliance with Irish and EU fiscal rules, and advising on fiscal policy. For more information about IFAC, see [www.FiscalCouncil.ie](http://www.FiscalCouncil.ie).

We are seeking to recruit an Administrator and Secretary to the Council. The successful candidate will work alongside a team of six economists and in close collaboration with Council members who are drawn from academia, think-tanks and international organisations. The Administrator and Secretary to the Council will report directly to the Chief Economist/Head of Secretariat.

### **The key responsibilities of the role will include:**

- Supporting the Council on administrative, finance, and governance matters, including requirements under the Code of Practice for the Governance of State Bodies (2016).
- Supporting the work of IFAC's Audit and Risk Committee.
- Developing of policies and procedures particularly in the areas of legislative and statutory compliance, shared services, audit, risk, accounts, and HR/personnel.
- Fulfilling the roles of Freedom of Information Officer, Data Protection Officer, and other statutory compliance roles as they arise.
- Preparing quarterly and annual estimates of expenditure, and overseeing IFAC's accounts, budgeting and reporting systems, including reporting on compliance with the Government's 15-Day Prompt Payment commitment.
- Managing and improving IFAC's website and social media accounts.
- Managing the publication and distribution processes for IFAC's reports, as well as distribution of associated media communications and organising press briefings.
- Responding to Parliamentary Questions, and liaising with IFAC stakeholders, in particular service providers, government departments, staff of the Oireachtas, the press, and the public.
- Assisting the Chief Economist in coordinating the work of the Secretariat.
- General office management including devising and maintaining office systems, planning meetings and events, dealing with phone and email enquiries, managing and liaising on corporate services.
- Logistical and administrative arrangements for Council meetings including travel, meeting facilities, distribution of meeting papers, and minute-taking.

### **The successful candidate should have:**

- Experience in public sector administration and strong knowledge of governance and statutory obligations of state bodies.
- Experience of budgeting and financial reporting, a firm understanding of general accounting and audit procedures, and experience of public sector procurement.



- 4–5 years' experience in an administrative/office management role.
- Third level degree. An Economics component is desirable but not essential.
- Experience in organising meetings, briefings, conferences, etc.
- Highly proficient ICT skills in office applications and cloud/internet based systems.
- Experience in website management and social media management, and knowledge of best practices in accessible web design.
- Excellent time management, organisation and co-ordination skills, prioritising and working to deadlines under minimal supervision on multiple tasks.
- Personal Attributes: initiative and responsibility, concern for quality, efficiency and accuracy, adaptability, self-management and development, strong interpersonal and communication skills, high attention to detail.

Interested applicants should apply by email to [jobs@fiscalcouncil.ie](mailto:jobs@fiscalcouncil.ie) by Saturday 29 September 2018. Applicants should submit a cover letter indicating their suitability for the post, together with a completed application form and a CV. Late or incomplete applications will not be considered. Secondment arrangements and fixed terms contracts will be considered, as will the possibility of appointment on a permanent basis, following a probationary period.

The pay scale will be that of Higher Executive Officer (standard) PPC within the Irish civil service.

All applications will be acknowledged. The Council is committed to equal opportunities and to selection on merit.

The successful candidate will be based at the Irish Fiscal Advisory Council offices in Dublin 2.