

Open position

## Finance Executive Officer

Full Time, Permanent Position

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Collins Barracks, Dublin 7

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Closing Date for Application

**Friday 27th February 2026**

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**Applications must be received no later than 17:00. Please note that late applications will not be accepted.** The date and time will be strictly adhered to, and therefore, the onus is on the applicant to ensure that the application is received before the deadline.

The **National Museum of Ireland (NMI)** is seeking applications from suitable candidates to fill the post of Finance Executive Officer in the National Museum of Ireland. The position may entail travel to other sites of the National Museum of Ireland as required on occasion. This is a full-time, permanent contract position and will be filled by open competitive interviews.

#### **Brief Description of Position**

The purpose of this Finance Executive Officer role is to process accounting transactions, maintain financial records and to assist in the reporting process of the NMI's financial performance. The post holder will be involved in navigating the financial software, Oracle E-business suite, managing the supplier set up process, process accounts payable and account receivable financial transactions, Accounts Receivable tasks. The post holder will set up new customers, raise Sale invoices as requested and interpret financial data to reconcile financial records and reports. The role will require the preparation of VAT 3 reconciliation monthly.

The post holder will assist in the completion of monthly management accounts and other accounting functions, which will include the preparation of bank reconciliations, funding drawdown requests from our parent Department and creation of associated grant expenditure reports. The post holder will prepare financial reports relating to capital projects and externally funded activities. The post holder will perform monthly reconciliation of Museum Aged Debtors and oversee the collection of outstanding remittances due to the NMI.

The post holder will also act as the point of contact for travel bookings through the NMI designated service provider.

The appointed Executive Officer will work within a small finance team, Internal & External audit teams and financial advisors and consultants

The Finance Executive Officer will be required to adhere to Government guidelines relating to matters of procurement, accounting and information submissions and must ensure compliance with all relevant Government Financial guidelines.

Reporting directly to the Head of Finance & Procurement and Finance Higher Executive Officer(s). The Finance Executive Officer will take responsibility for key month end procedures and process, outlined below. These procedures will be completed to tight timeframes.

#### **APPLICATION INSTRUCTIONS**

Applications are submitted on the vacancies section of the **National Museum of Ireland** website: <https://www.museum.ie/en-IE/About/Careers/Vacancies>

Applicants must submit the completed application form, an up-to-date CV, and a cover letter. **We request that all three documents be combined and submitted in one single PDF.**

The application form must be completed in full and submitted in typescript. Handwritten applications and applications in the incorrect format type will not be accepted. Failure to do so will render the application incomplete, and the application will not be considered.

To commence the application process, visit our Vacancies page.

**Steps to apply:**

- Go to the Vacancies page and select the position you wish to apply for.
- Read the Information Booklet for full details of the position.
- The documents required for your application appear on this page as links.
- Click each document, which will open in a new window. Download/Save each document to your computer/device.
- Complete the documents required and combine them into **one single PDF** along with your CV and cover letter.
- When this is complete, return to the NMI website to finish the application process.
- Again, from the Vacancies page, find the position you wish to apply for.
- Click the **Apply Now** button.
- Complete the Form.
- Upload your single combined PDF.
- Complete the Captcha check and then click **Submit Your Application**.

Please provide a **valid, monitored email address**. The email address will be used to acknowledge receipt of the application and as the main form of contact to liaise with applicants.

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