

Post-Primary Languages Ireland

Open competition for the appointment of
Financial Clerical Officer
Information Booklet

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1. The appointment

Post-Primary Languages Ireland (PPLI) is a unit of Education and Training Boards Ireland (ETBI).

PPLI works to implement the policy of the Department of Education and Youth in Ireland of diversifying, enhancing and expanding the teaching of foreign languages in primary and post-primary schools and implements key actions in Languages Connect - Ireland's Strategy for Foreign Languages in Education 2017-2026 (links to the strategy documents are available [here](#)). Further details about PPLI and its work is available at <http://www.ppli.ie/> and <https://languagesconnect.ie/>

We are an enthusiastic and hard-working team of professionals who manage a wide-range of language classes, language upskilling, teacher professional development, events, campaigns and resources for students, parents, teachers, guidance counsellors, principals and third-level institutions to support awareness raising of the benefits of foreign language skills.

PPLI wishes to appoint a Financial Clerical Officer to assist the Corporate Services team and the Finance Team in managing accounting, procurement, financial administration and financial processes. PPLI uses P2P/Business Central accounting system and MS Office.

The post is a full-time position on the basis of a one year fixed-term contract.

A six-month probationary period will apply which can be extended to 11 months.

Closing date for application: Mon 18th May 12noon.

Application: [Application Form](#)

Job Specification

The duties of the Financial Clerical Officer will include, but are not limited to the following:

- Carry out financial and administrative duties as a member of the Corporate Services and Finance team
- Support the processing of financial transactions accurately and in a timely manner, primarily within the purchase-to-pay (P2P) process
- Assist with the recording and tracking of purchase orders (POs) in line with organisational requirements
- Process invoices and support the preparation of payments through the organisation's banking system
- Collect, organise, and reconcile receipts and supporting documentation to ensure completeness and accuracy
- Maintain organised and accurate financial records and documentation in line with procedures
- Assist with reconciliations by reviewing transactions and identifying any discrepancies for follow-up
- Provide support to staff in relation to finance processes, including responding to queries and assisting with purchase and payment requests

- Provide cover for invoice processing during periods of leave
- Support general office and administrative tasks as required
- Ensure all activities are carried out in line with financial procedures, internal controls, and public sector requirements
- Carry out any other relevant duties assigned by the Finance Team

2. Experience/Qualifications

- At least Grade D (or a Pass) in Higher or Ordinary Level, in five subjects from the approved list of subjects in the Department of Education and Youth Established Leaving Certificate Examination or Leaving Certificate Vocational Programme or a pass Leaving Certificate Applied or an equivalent qualification on the National Framework of Qualifications (NFQ) or have passed an examination of at least equivalent standard.
- High level of IT proficiency and good knowledge of the Microsoft Office package.
- A positive attitude to foreign languages is required.

The above listed expectations and tasks are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities or duties required.

Skills & Competencies:

- Working as part of a team and working on own initiative
- Financial administration and accuracy with attention to detail and excellent organisational skills
- Delivery of Results, on time, and sometimes under tight deadlines and high pressure
- Excellent Interpersonal & Communication Skills
- Drive & Commitment
- Flexibility

3. Salary

The annual salary will be €30,329 (NPPC) which is Point 1 on the Clerical Officer salary scale.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Hours of Attendance:

Working hours will be in accordance with the standard arrangements in PPLI and will equate to no less than 35 hours (net of rest breaks) per week.

4. Annual Leave

The annual leave allowance will be 22 working days per annum, pro rata for the duration of the contract. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

5. Location

The PPLI is currently based at the Digital Hub Dublin 8. Hybrid working arrangement with office attendance required.

6. Equal Opportunities

PPLI is an equal opportunities employer.

7. Format of the competition

PPLI reserves the right to **shortlist** applicants. Shortlisting of candidates will be done on the basis of the criteria outlined in the advertisement, the application, (and/ or) the interview, and/or satisfactory references (referees will not be contacted without the candidate's prior agreement).

Final selection will be on the basis of a **competitive interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointment. Candidates shortlisted for interview will be asked to provide details of two referees. Candidates will be contacted before referees are consulted.

8. Preparing for interview

You will be asked to give examples from your career to date that best illustrate how you have developed and demonstrated the following competencies:

- Working as part of a team and working on own initiative
- Financial administration and accuracy with attention to detail and excellent organisational skills
- Delivery of Results, on time, and sometimes under tight deadlines and high pressure
- Excellent Interpersonal & Communication Skills
- Drive & Commitment
- Flexibility

9. Eligibility

Can legally work in the Republic of Ireland.

10. Confidentiality

Subject to the provisions of the F.O.I. Act, 1997 applications will be treated in strict confidence.

11. Attendance at interview

Interviews for the post will be held in May/June 2026. Calls to interview will be made at least a week beforehand. The onus is on all applicants to make themselves available for the interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the e-mail address specified on their application form. PPLI will not be responsible for expenses incurred by applicants.

12. Deeming of candidature to be withdrawn

Applicants who:

- (a) do not, when requested, furnish such evidence as PPLI requires regarding any matter relevant to their candidature;
- (b) do not attend the interview at the time and place appointed,
- (c) when offered appointment, do not accept the appointment and take up duty as arranged; shall, unless PPLI in its discretion decides otherwise.

13. Queries

If you have any queries in relation to the process or the role please contact jean-marie.fournier@ppli.ie .