



Assistant Staff Officer, Grade 4, Finance Department

Three Year Temporary/Secondment Opportunity
Confined to the Local Government Sector & LGMA
Employees.

Closing date - Apply by 1pm on the 5th June 2025.

Email fully completed applications to jobapplications@lgma.ie

About the role

This is a key position within the LGMA Finance Department, providing general administrative and clerical support to Finance and other Agency staff. In particular, you will be required to manage the receipt of invoices from suppliers and process them against purchase orders for payment, as well as other Finance tasks. You will work independently and as part of a team to meet work goals and objectives and to deliver quality services to internal and external customers.

A flexible approach to working efficiently and proactively is required to ensure goals are successfully achieved.

Essential Requirements

1. Character

Candidates shall be of good character.

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, training, experience, etc.

Each candidate must, on the latest date for receipt of completed application forms, have:

- (i) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme.

OR

- (ii) have obtained a comparable standard in an equivalent examination

OR

- (iii) hold a third level qualification of at least degree standard

And

Demonstrate the competencies as set out in the LGMA Competency

Framework (see Appendix 1 in Candidate Information Booklet).

Desirable Skills & Qualifications

- Experience working in a busy accounts office
- Good planning, organisational, communication, problem solving and time management skills.
- Willingness to work as part of a team as well as on own initiative.
- Ability to work to meet specified deadlines
- Proficient in spreadsheets and report generation, and knowledge of Microsoft Office
- Proven ability to efficiently monitor AP mailbox.
- Experience in registering and processing invoices.
- Demonstrate skills to interact with both internal departments and external vendors to resolve invoice and purchase order queries
- An understanding of Bank Reconciliations
- Qualification, or studying towards a qualification in a relevant area

Principal Conditions of Service

General

The appointment is for a Grade 4 Assistant Staff Officer in the Local Government Management Agency and is subject to general terms and conditions in operation relating to appointments in the Agency.

Remuneration

The salary scale applicable to this position as per circular EL 03-2025 1st March Pay adjustments is as follows:

Point No.	1	2	3	4	5
Salary	€35,260	€37,366	€ 40,355	€ 42,318	€ 44,035
Point No.	6	7	8	9	LSI 1
Salary	€ 45,696	€ 47,938	€ 49,560	€ 51,210	€ 52,768
Point No.	LSI 2				
Salary	€ 54,367				

The holder of the office shall pay to the LGMA any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are currently a serving civil or public servant.

For further information please see the LGMA Candidate information booklet <https://www.lgma.ie/en/about-us/work-with-us/>