



Údarás Náisiúnta Míchumais
National Disability Authority

The National Disability Authority is a statutory public body with functions to provide independent information and advice to the Government on policy and practice relevant to the lives of persons with disabilities. It also operates a statutory Centre for Excellence in Universal Design promoting design of the built environment, products, services and ICT so that they can be easily used by everyone regardless of their age, size, ability or disability. The Authority is recruiting for the following position:

Finance & Procurement Officer – Assistant Principal (Full-time, Permanent)

The Finance & Procurement Officer will be required to manage the development, implementation and monitoring of the accounting function with a focus on areas of expenditure including payroll, procurement and general financial management. The role includes the production of monthly management accounts and annual financial statements. The Officer will be required to foster and develop a number of key relationships with personnel from a range of Government departments and agencies, including the Comptroller and Auditor General. Strong IT skills including advanced excel and proven experience of financial management are among the requirements for this role.

Full details of the job description, qualifications, experience and competencies required for this position are available at www.nda.ie/About-Us/Vacancies. To apply, complete the Application Form and forward, together with covering letter (max. 2 pages), outlining evidence of your suitability for the role, by email to recruitment@nda.ie, or by post to Corporate Services Manager, National Disability Authority, 25 Clyde Road, Dublin D04 E409. Closing date for receipt of applications is Friday 22 March 2019 at 11.00am (GMT).

The National Disability Authority is an equal opportunities employer. Applications would be particularly welcome from persons with disabilities who meet the job requirements.