



Skillnets is an industry body established in 1999 to support enterprise-led training under the Training Networks Programme. Skillnets works with diverse networks of companies, across a wide range of growth sectors and regions, to address business performance, employability and enhanced competitiveness. Skillnets has been awarded funding of over €60 million from the National Training Fund and other sources. It has recently agreed an ambitious mandate with the Department of Enterprise Trade and Employment for the period 2005 – 2010. To underpin this dynamic and growing organisation, Skillnets is now seeking the following key staff:

## ■ Head of Finance & Services

Reporting to the Chief Executive of Skillnets, you will be responsible for overall control of the finance, IT, office management, facilities and HR functions leading a team of 7 professional staff to ensure proper financial management of the company. You will develop and oversee systems and procedures to allow for proper monitoring and control of the expenditure of a growing public fund in accordance with the Board's decisions, and carried out within agreed corporate governance and public funding requirements. You will be a senior qualified Accountant, service oriented, with a proven track record managing people and business operations, developing and implementing systems and procedures, managing all aspects of company finances, capable of setting and managing priorities within a team environment, dealing directly with Boards of Directors and handling change in a fast moving environment.

## ■ Accountant – Specialist in EU/Public Funding

Reporting to the Chief Executive of Skillnets, you will monitor and manage the finance function of a subsidiary company in compliance with the appropriate EU/Irish Government regulations. You will ideally have experience of working with European Social Funds, EU Funds, publicly funded programmes and grants. Your duties will include budgets and cash flows, monthly and annual accounts, project management and submissions to the Department of Trade and Enterprise. In addition, you will create systems to ensure the best use of public funds. You will be a qualified Accountant, "hands-on", with a high level of communication skills, able to work effectively within a small cross-functional team and be a self starter, comfortable with high levels of autonomy and deadlines.

## ■ Management Accountant

Reporting to the Head of Finance, you will be responsible for the day-to-day operational control of the finance function, preparing accounts for audit, management accounts, budgets and cash flows, systems implementation, regular reports to the Board and submissions to the Department of Trade Enterprise and Employment. You will be a qualified Accountant, preferably with systems design and implementation experience and ideally have experience in the development of bespoke financial software with exposure to project management and the ability to work in a "cross-functional" team environment.

## ■ Assistant Accountant/Projects

Reporting to the Programme Manager, you will be responsible for project expenditure summaries, monitoring and analysing project financial reports, preparing project payments and administering technical compliance and contractual requirements with grant aided projects. In addition, duties will include the preparation of cheques payable, lodgements and answering queries. Ideally you will be recently qualified or part qualified pursuing a recognised accountancy qualification.

Competitive remuneration is available for these roles.

Those interested should contact David Wilkes or Susan Cox in strict confidence or forward a CV to [davidwilkes@cfw.ie](mailto:davidwilkes@cfw.ie) or [susancox@cfw.ie](mailto:susancox@cfw.ie)

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