



Commissioners of
IRISH LIGHTS | *Navigation
and Maritime
Services*

TREASURY AND INSURANCE ADMINISTRATOR
CORPORATE SERVICES DEPARTMENT

Closing date for applications is midnight on 4 March 2025

@irishlights



The Commissioners of Irish Lights (Irish Lights) has responsibility under the Merchant Shipping Acts and the SOLAS Safety of Life at Sea Convention for the regulation of all marine Aids to Navigation (AtoN) around the island of Ireland and for wreck response outside of harbour areas. Irish Lights provides AtoN for general navigation and inspects and audits Local AtoN provided by Local Lighthouse Authorities (LLA) in ports, harbours and Local Authority areas, and ORE developments. Irish Lights is a statutory consultee under the Marine Area Planning, Foreshore and Planning Acts.

Irish Lights works closely with Trinity House (England, Wales, and Channel Islands) and the Northern Lighthouse Board (Scotland and Isle of Man) to deliver AtoN services. This close cooperation with Trinity House and Northern Lighthouse Board allows all three organisations to share resources and expertise for the benefit of all stakeholders.

In addition to our core statutory services Irish Lights uses its required reserve capacity to provide commercial and added value services to industry and serves coastal communities through initiatives such as Great Lighthouses of Ireland.



Role Profile

Job Title: Treasury and Insurance Administrator

Reporting to: Governance and Compliance Manager

Overview of Role

The Treasury & Insurance Administrator (TIA) reports directly to the Governance and Compliance Manager (G&CM). The primary purpose of the role is to lead on all treasury matters and transactions for Irish Lights including the collection of Light Dues in Ireland. The role will also assist with the day to day administrative activities associated with governance, risk management, insurance matters and internal audits.

Accountabilities - Treasury

- Daily review of bank accounts via Business online to track any direct debit payments for utilities etc., sales ledger receipts, returned payroll / creditors payments or any other transactions
- Arrange one-off payments on Business online to suppliers as required (non-SEPA or one-off suppliers). Create new beneficiaries on Business online for this purpose having confirmed bank details if necessary
- Complete monthly bank reconciliations and check for unexpected transactions and arrange appropriate action with bank
- Complete month-end procedures (post journals, balance Cash Book to Nominal Ledger, confirm Imprest receipts with GLF accountant, prepare cash flow spreadsheet)
- Check all credit card transactions on Purchasing Card Database and post to Nominal Ledger on a monthly basis
- Account for all petty cash transactions. Post to Nominal Ledger on a monthly basis and complete a Cash Reconciliation. Review and record Granuaile petty cash transactions
- Arrange and process on-line staff advances in relation to travel and subsistence as required, record on Purchase Ledger
- Prepare weekly cash flow forecast and cash drawdown request
- Control of EFT/SEPA transfers in relation to the weekly/monthly payroll and creditor runs

Accountabilities - Light Dues

- Accurate preparation/recording and reconciliation/payment of light dues collected in Rol and arrange transfers to GLF
- Liaise with Trinity House, Revenue and Shipping Agents to answer queries pertaining to Light Dues
- Assist Trinity House and Irish Lights Solicitors in following up on unpaid Fishing Vessel Light Dues invoices
- Setup of new Revenue collectors and shipping agents on ALDIS software. Reset user passwords as required. Lead contact point for Revenue and Agents
- Ensure compliance with all relevant legislation/regulations/SI's pertaining to light dues collections
- Provide management with analysis including trends of underlying light dues activity, budgets and forecasts



Accountabilities - Governance and Compliance

- Assist with the preparation of papers for the Irish Lights Audit and Risk Committee
- Assist with the co-ordination of all internal audit programmes with the Government Internal Audit Agency, including early close out on agreed management actions
- Monitor and update the various reports within the risk management area, including the Irish Lights risk register, audit action Register and risk assurance map.
- Check and validate risk mitigation measures
- Gather and prepare insurance renewal information for Insurance Brokers. Assist with processing insurance notifications and claims
- Provide cover for the Commercial Finance Lead role in periods of absence
- Assist with other ad-hoc duties and project work as directed by the G&CM and Director of Corporate Services

Experience and Qualifications

Essential:

- At least three years treasury and / or general accounting experience.
- Good ICT skills including proficiency with Excel, Word and other Microsoft Desktop applications.
- Strong communication and organisational skills together with ability to prioritise work and work to deadlines
- Basic knowledge of accounting and debit / credit accounting entries
- Ability to present facts clearly and objectively
- Ability to work effectively under pressure and achieve objectives in a timely manner
- Strong problem-solving skills and work ethics.
- Ability to work independently and as part of a team

Desirable:

- Accounting Technician or similar PLC qualification in accounting or similar discipline

Salary

A salary of €36,025 rising to €45,027 (8 points) with very generous pension benefits are attached to this role.



Terms and Benefits*

Irish Lights offers a comprehensive and market-competitive range of benefits to employees, including a generous range of family friendly/flexible working policies and a commitment to the further development and education of its staff.

Remuneration: An attractive salary range and pension benefits (defined benefit scheme, 28.97% employer contribution) are attached to this role.

Death in service pension benefits: The pension scheme will pay 2 times annual salary to a nominated person(s) in the event of a member's death in service.

Annual Leave: 21 days, increasing 23 days after 7 years continuous service and 26 days after 12 years continuous service.

Sickness Absence Provisions: For employees unfortunate enough to become ill, the Sick Leave Policy provides up to a total of 13 weeks paid leave (less any social welfare payments) in one year, followed by a further 13 weeks half pay (less half of any social welfare payments) thereafter, subject to a maximum of a total of 26 weeks paid sick leave in any four-year period. These benefits are enhanced after 3 years satisfactory service.

Location: The role will be based in our Head Office in Dun Laoghaire.

Remote / Blended Working: Irish Lights operates a Blended Working policy for eligible roles. The aim of the policy is to support employees by offering remote working options whilst maintaining operational delivery and success.

Training and Development support: Irish Lights aims to ensure that all employees have the knowledge, skills and experience necessary to be successful in their roles and to fulfil their career potential and operates a Performance and Development Process through which development can be planned and achieved.

Family Friendly Policies: Irish Lights has a range of family friendly policies that allow employees to balance work with other aspects of their lives. These include Maternity, Paternity, Adoptive and Parental Leave provisions, the majority of which have elements which are enhanced beyond the statutory entitlements.

Canteen: There is an onsite canteen that offers a variety of options for breakfast and lunch, including a barista coffee service.

Employee Assistance Programme (EAP): Irish Lights provides an independent, 100% confidential EAP service, delivered through VHI, offering professional and impartial advice, information and counselling on a range of issues including legal, financial, and health matters. This service is free to employees and is also available to immediate family members.

Occupational Health Service: Irish Lights works with an independent Occupational Health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.

Eyesight test: Employees can avail of an eyesight test voucher.

Travel and Subsistence: Travel and subsistence expenses are paid to employees required to travel, in accordance with approved rates.

Onsite facilities: There is onsite car parking at our Dun Laoghaire office, including e-charging points and bicycle stands. Shower/locker room facilities are also available.

TaxSaver Scheme: Employees who travel to work using public transport can avail of an Annual TaxSaver ticket which provides significant savings on travel costs.

Bikes for Work Scheme: Employees who cycle to work or use a bicycle on part of their journey can avail of the Bikes for Work Scheme.

** To be considered for this role, candidates must be able to prove they have the right to work in Ireland. Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at:*

<https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/>

Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.



Irish Lights Remit

The mission of Irish Lights is Safe Navigation at Sea. We are a maritime organisation delivering essential 24/7 safety and navigation services around Ireland and Northern Ireland, 365 days a year. Our vision is to protect lives, property, trade and the environment by delivering next generation maritime services at the interface of navigation technology, engineering and data management. Playing a lead role in maritime safety, Irish Lights operates a 24-hour emergency response function.

Irish Lights is responsible for Maritime Aids to Navigation under the Safety of Life at Sea (SOLAS) Convention. This remit includes the provision and maintenance of over 340 general aids to navigation, the superintendence of approx. 3,500 local aids to navigation, and marking or removing dangerous wrecks outside harbour areas around Ireland.

Irish Lights also provides a range of navigation and contract commercial services including ship charter, buoy and maritime data. We provide value added services to support the development of the broader maritime economy including Met and Coastal Data Services. The Irish Lights tourism and heritage initiative, 'Great Lighthouses of Ireland' was developed in partnership with local communities and offers visitors from home and abroad the chance to visit or stay in a working lighthouse.

Mission Statement

Safe Navigation at Sea: To be a leading and innovative provider of reliable, efficient and cost-effective navigation and maritime services for the safety of all.

Vision Statement

To protect lives, property, trade and the environment by delivering next generation maritime services at the interface of navigation, technology, engineering and data management.

Values

Irish Lights' strategy will be delivered by holding true to the values of the organisation. Our Values set the foundation for our interactions with our stakeholders, customers, suppliers, and the community. These values, which are the cornerstone for the success of the organisation, are as follows:

- Professionalism
- Respect
- Trust
- Quality
- Innovation
- Collaboration



How to Apply

Applications with CV and cover letter to be submitted to;

Gemma Gregan, HR Advisor
E: human.resources@irishlights.ie
T: +353 1 2715400

Closing date for applications is midnight on **Tuesday, 4 March 2025**.

Please view [Irish Lights Job Applicant Privacy Notice](#) on the Vacancies page of our website.



Commissioners of
IRISH LIGHTS | Navigation
and Maritime
Services

The Commissioners of Irish Lights is an equal opportunities employer and promotes diversity in the workplace.