



**CONFINED CAMPAIGN – Grade VII Finance Analyst (GRADE FOR GRADE
0582)**

NATIONAL AMBULANCE SERVICE – Finance and Procurement Directorate

Finance Analyst – Grade VII

Expressions of Interest are invited from all staff of the HSE and bodies which provide services on the behalf of the HSE, under Section 38 of the Health Act 2004, who are eligible to apply and are currently employed at Grade VII (0582), who are experienced in both Managerial and Administrative duties, and are interested in reassigning to the above permanent role, by a grade-to-grade transfer, into the National Ambulance Service, Central Business Park, Clonminch, Tullamore, Co. Offaly

Location of Post

NAS Headquarters Tullamore - Central Business Park, Tullamore, Co. Offaly

The successful candidate will be required as part of this role to travel and attend meetings at national level in key NAS offices around the country.

Purpose of the post

The purpose of the post is to work closely with the NAS Grade VIII Audit & Compliance Accountant in supporting the functions of the Financial Accounting unit within NAS, to include the following:

Audit & Compliance

- Work as part of a team in managing and supporting financial accuracy and regulatory adherence, by undertaking audit fieldwork, reconciling accounts, maintaining compliance documentation and by fostering compliance with financial processes, procedures and controls.
- Promote and ensure compliance with National Financial Regulations, HR policies and procedures, GDPR regulations and Health & Safety regulations.
- Assist with the internal & external audit liaison and follow up on the implementation of recommendations, including as part of local performance management and performance achievement efforts.
- Support NAS efforts to input improvements to the current HSE National Financial Regulations and the implementation, thereafter, including supporting communication and training efforts.

- Ensure that systemic recommendations arising from Internal Audits, C& AG audits, Controls Assurance Review Process and other non-clinical audits are applied to relevant work processes across all NAS work locations where necessary.
- Prepare relevant reports to National and Regional HSE Internal Audit on audit tracking and implementation status of recommendations.
- Provide a central point of contact for NAS Staff and management on compliance and audit matters.
- Ensure compliance with the HSE Code of Governance and Controls Assurance Framework across all NAS locations.
- Oversee compliance with the findings and recommendations of the annual Controls Assurance Review Process across the group.
- Assist with Year-end AFS processes, compiling financial reports, verifying data and ensuring related National Financial regulations are met.

Administration

- Support the NAS Accounting team in delivering expert financial advice to colleagues enabling them to make sound and compliant financial decisions with their allocation of overall resources.
- Execute assignments in accordance with agreed plans and deadlines.
- To support the deployment/change effort relating to IFMS by being a member of the NAS IFMS local implementation team.
- Prepare clear, concise, accurate reports backed up by sufficient reliable documentary evidence
- Make appropriate use of technology to advance the quality and efficiency of service provision
- Undertake special assignments as directed
- Maintain relationships with key stakeholders to gather support for new initiatives
- Promote co-operation and working in harmony with other teams and disciplines
- Organise and attend meetings as required.

The post holder will work closely with all other NAS Directorates on a range of matters including but not limited to audit, compliance, risk management and reporting.

Eligibility

Candidates must be currently permanently employed at Grade VII (grade code 0582) within the HSE and bodies which provide services on the behalf of the HSE under Section 38 of the Health Act.

AND

Be a current member of a recognised or prescribed accountancy body such as ACCA, CPA, ACMA, CIMA, ACA or an equivalent accountancy body in another jurisdiction

OR

Be working towards full-membership of a recognised or prescribed accountancy body such as ACCA, CPA, ACMA, CIMA, ACA or an equivalent accountancy body in another jurisdiction i.e. part-qualified at date of application

Informal enquiries

Please contact either Barry Loughlin (Grade VIII- Audit & Compliance Accountant) for more information phone 086 0596029 or Email Barry.loughlin@hse.ie

OR

Ian Murray (General Manager) – 086 7872461 or Email Ian.Murray@hse.ie

Apply

Expressions of interest should be submitted by completing the attached application form to nashr@hse.ie on or before 15:00 pm, Friday the 22nd May 2026.

Selection Process

A skills match process will take place for eligible applicants.