

Open position

Management Accountant – Finance Operations

Higher Executive Officer (HEO), Full Time, Permanent Position

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Collins Barracks, Dublin 7

Closing Date for Application

Friday 3rd July 2026

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Applications must be received no later than 17:00. Please note that late applications will not be accepted. The date and time will be strictly adhered to, and therefore, the onus is on the applicant to ensure that the application is received before the deadline.

The **National Museum of Ireland** is seeking applications from suitable candidates to fill the post of **Management Accountant – Finance Operations**, based in the National Museum of Ireland, Collins Barracks, Dublin 7. This is a Full-Time, permanent position. This position will be filled by open competitive interview.

Brief Description of Position

The Management Accountant – Finance Operations is responsible for overseeing financial transaction processing at the National Museum of Ireland and supporting the production of accurate and timely monthly management accounts. The role ensures that all finance operations delivered through the National Shared Services Operations (NSSO) are reviewed, reconciled, and compliant with public sector accounting requirements. The postholder will also provide operational leadership to the finance team to ensure deadlines and service standards are consistently met.

APPLICATION INSTRUCTIONS

Applications are submitted on the vacancies section of the **National Museum of Ireland website**: <https://www.museum.ie/en-IE/About/Careers/Vacancies>

Applicants must submit the completed application form, an up-to-date CV, and a cover letter. **We request that all three documents be combined and submitted in one single PDF.**

The application form must be completed in full and submitted in typescript. Handwritten applications and applications in the incorrect format type will not be accepted. Failure to do so will render the application incomplete, and the application will not be considered.

To commence the application process, visit our Vacancies page.

Steps to apply:

- Go to the Vacancies page and select the position you wish to apply for.
- Read the Information Booklet for full details of the position.
- The documents required for your application appear on this page as links.
- Click each document, which will open in a new window. Download/Save each document to your computer/device.
- Complete the documents required and combine them into **one single PDF** along with your CV and cover letter.
- When this is complete, return to the Museum website to finish the application process.
- Again, from the [Vacancies](#) page, find the position you wish to apply for.
- Click the **Apply Now** button.
- Complete the Form.
- Upload your single combined PDF.
- Complete the Captcha check and then click **Submit Your Application**.

Please provide a **valid, monitored email address**. The email address will be used to acknowledge receipt of the application and as the main form of contact to liaise with applicants.

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