



CONSCIA LIMITED



#JOB-2417009

FINANCIAL SERVICES & PENSIONS ,



Lincoln House, 6-16 Lincoln Place, Dublin 2,

D02 VH29



No of positions : 2



Paid Position



40 hours per week



37919.00-61216.00 Euro Annually



17/10/2025



14/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.conscialent.com/FSPO>



Open your camera
app & point here
to view this ad
online



Executive Officer (Legal Services and Investigation Services)

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Executive Officer – FSPO

The Financial Services and Pensions Ombudsman (FSPO) has vacancies for Executive Officers within its Investigation Services and Legal Services divisions. This is a key role supporting the FSPO's statutory remit and contributing to its strategic objectives.

Key Responsibilities:

Executive Officers will support complaint investigation and legal functions, including:

Drafting high-quality complaint documents, summaries, and jurisdictional determinations.

Analysing evidence, identifying additional information required, and ensuring fair procedures.

Managing complaint files efficiently and preparing them for adjudication.

Applying the provisions of the Financial Services and Pensions Ombudsman Act 2017 (as amended).

Collaborating with management to achieve divisional goals and improve customer experience.

Sharing knowledge, delivering training, and participating in performance management and project work.

Managing administrative duties, including maintaining the Registrar of Providers database.

How to Apply:

Completed application forms must then be uploaded via the portal at <https://www.conscialent.com/fspo> no later than 5pm (Irish time) on Monday 17th November 2025.

Applications will not be accepted by any other method, nor if received after the closing date. CVs will not be considered.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Entry Level