



Public Appointments Service



#JOB-2473399



Co. Dublin,



No of positions : 1



Paid Position



41 hours per week



To be Confirmed



05/10/2026



13/10/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Address:

<https://publicjobs.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-4/xf-423dd989250d/candidate/so/pm/1/pl/3/opp/9005-Graduate-Opportunities-2026-Administrative-Officer-Specialist/en-GB>



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



## Administrative Officer (Finance Policy)

### 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

An Administrative Officer (Finance Policy) may be involved in assessing and advising on national and international financial developments and providing policy advice designed to support the Government's social and economic policy objectives. An AO may be required to advise and brief senior management and Ministers on financial and business policies and contribute to the drafting, and passage through the Oireachtas, of legislation concerning financial issues. An AO may also be involved in monitoring and reporting on the financial performance of individual financial institutions and providing support and advice on their area of responsibilities including: preparation of financial models, risk analysis and developing appropriate methodologies.

[https://publicjobs.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-4/xf-](https://publicjobs.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-4/xf-423dd989250d/candidate/so/pm/1/pl/3/opp/9005-Graduate-Opportunities-2026-Administrative-Officer-Specialist/en-GB)

[423dd989250d/candidate/so/pm/1/pl/3/opp/9005-Graduate-Opportunities-2026-Administrative-Officer-Specialist/en-GB](https://publicjobs.tal.net/vx/lang-en-GB/mobile-0/appcentre-1/brand-4/xf-423dd989250d/candidate/so/pm/1/pl/3/opp/9005-Graduate-Opportunities-2026-Administrative-Officer-Specialist/en-GB)

Closing Date: 3pm, Tuesday 13th October 2026

Please see the Candidate Information Booklet for full details of the role including specific eligibility requirements.

- **Sector:** administrative and support service activities

### Career Level

- Not Required

### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 8 (incl Higher Diploma & Honours Bachelor Degree)

(Desirable)

- **Ability Skills:** Communications, Interpersonal Skills

