



Title:	Corporate Operations Manager
Employer:	The Approved Housing Bodies Regulatory Authority
Level:	Administrative Officer (Grade 7)
Salary Scale:	€61,217 (Entry Level) – €79,583
Location:	Up to 60% Remote Working Available
Closing date:	14th September 2026 at 12 noon

AHBRA BACKGROUND

The Approved Housing Bodies Regulatory Authority (AHBRA) is Ireland's independent regulator of Approved Housing Bodies (AHBs), established under the Housing (Regulation of Approved Housing Bodies) Act 2019.

Our role is to protect tenants, safeguard public investment and promote confidence in the sector through effective, proportionate and risk-based regulation. We maintain the statutory register of AHBs, assess compliance with regulatory standards, monitor AHB performance and take appropriate regulatory action where necessary.

As AHBRA continues to develop as a modern regulator, we are committed to delivering high-quality, evidence-based regulation that supports a well-governed, financially resilient and sustainable Approved Housing Body sector

ROLE SPECIFICATION

AHBRA invites applications for the position of Corporate Operations Manager (Grade 7, Administrative Officer). This is a key role within the organisation, offering the opportunity to contribute to the effective running of a national regulator in a dynamic and evolving sector.

Reporting to the Head of Corporate Operations and working closely with the Corporate Operations team, including HR and Procurement specialists, the Corporate Operations Manager will support the coordination and delivery of key corporate functions across the organisation. These include finance, administration, budgeting, payroll, procurement, audit support and facilities management.

The role combines financial oversight, operational coordination, compliance and staff supervision, with a focus on ensuring that corporate operations are effective, well-managed and continuously improved.

This varied and hands-on role is suited to someone who is organised, solutions driven and results focused.

The successful candidate will also be responsible for developing and sustaining strong working relationships with a range of external 3rd party service providers and for the contract management of procured corporate services.

KEY DUTIES & RESPONSIBILITIES

The key duties and responsibilities are as follows:

Financial Administration & Budget Support: Support the budget management process including participation in the preparation of the annual budget. Monitor and analyse corporate expenditure across all payment channels and oversee contract spend management in line with procurement activity.

Manage the procure-to-pay supplier payment cycle involving requisition and purchasing controls, creditor and accruals management.

Manage and maintain appropriate financial controls and ensure adherence to corporate financial policies.

Payroll Administration: Oversee the payroll process, ensuring accuracy, timeliness and full compliance with all relevant payroll and pension requirements.

Procurement: Working to support the Procurement Specialist to manage corporate contract expenditure and to promote best practice.

External & Internal Audit: Support the delivery of annual external and internal audit programmes, including the preparation of audit documentation liaison with auditors, and the timely implementation of audit recommendations.

Operational Coordination: Coordinate day-to-day corporate operations activities, working with internal stakeholders and external service providers to ensure effective service delivery. Manage corporate operations contracts in line with AHBRAs procurement policies.

Reporting & Information Management: Prepare and maintain accurate records, procedure documents, reports and management information to support oversight and decision-making.

People Management: Manage a small team of finance and administrative staff ensuring work is delivered to a high standard and supporting a collaborative team environment. Ensure the effective application of the Performance Management Development System.

Systems & Process Improvement: Identify and support improvements to systems, processes and ways of working across corporate services.

Other Duties: Undertake any other duties as directed by the Head of Corporate Operations or Chief Executive Officer, consistent with the level and nature of the role.

ELIGIBILITY CRITERIA

Candidates must meet the following requirements prior to their appointment:

- A relevant third-level qualification (minimum Level 7 NFQ) or a professional qualification relevant to the role in Finance, Business, Management or Public Administration

ESSENTIAL CRITERIA:

- A minimum of 3 years' relevant experience in a corporate operation, finance, administrative, or operational support role.
- Experience supporting budget management and expenditure monitoring, with the ability to analyse financial information to inform decision-making.
- Strong organisational and planning skills, with the ability to manage competing priorities and deliver to deadlines.
- Proven ability to work collaboratively across teams and to build strong working relationships with external service providers.

DESIRABLE EXPERIENCE:

- Experience in payroll administration or oversight of payroll processes.
- Experience in leading and managing people
- Experience managing or supporting audit engagements and implementing audit recommendations
- Project management
- Knowledge of housing, not-for-profit, financial or public-sector regulatory contexts.

Candidates must have unconditional authorisation to live and work in Ireland.

KEY COMPETENCIES FOR EFFECTIVE PERFORMANCE AT THIS GRADE

Management & Delivery of Results

- Proactively identifies and drives delivery of initiatives that have governance, risk and compliance impact.
- Delivers results efficiently and effectively, ensuring that objectives are met withing set timelines.
- Effectively plans and prioritises work and resources within the team.
- Development of comprehensive operational and team plans.
- Directly manages and engages the team to develop individuals and maximise performance.

Interpersonal & Communication Skills

- Develops and maintains positive, productive and beneficial working relationships, fostering a team-oriented environment.
- Presents information clearly, concisely and confidently when speaking and in writing to both internal and external stakeholders.
- Communicates clearly and persuasively to build trust and influences others to act.

Judgement, Analysis & Decision Making

- Makes timely, informed, effective decisions and shows good judgement and balance in making decisions or recommendations that align with organisational goals.
- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors.
- Takes account of any broader corporate issues, agendas, sensitivities and related implications when making decisions.

Specialist Knowledge

- Ability to achieve strong, high-quality operational outcomes with the application of strategic thinking, contributing to corporate improvements
- Understands principles of budget management, especially in planning, monitoring and controlling budgets, contributing to the effective use of resources
- Capability to build and maintain productive working relationships and influence internal and external stakeholders to achieve shared objectives
- Applies knowledge to identify risks, improve processes and support organisational effectiveness.

PAY SCALE

Administrative Officer Scale (Personal Pension Contribution) as of 1 June 2026.

Grade 7 Administrative Officer – €61,217 – €62,716 – €64,464 – €66,219 – €67,973 – €69,541 – €71,146 – €72,702 – €74,253 – €76,910 LSI¹ – €79,583 LSI²

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

Important Note

In line with Government policy, all new entrants will be appointed on the first point of the pay scale. Different terms and conditions may apply if immediately before appointment, the successful candidate is a currently serving civil/public servant.

ELIGIBILITY TO COMPETE

Eligible candidates must be:

- a. A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b. A citizen of the United Kingdom (UK); or
- c. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d. A non-EEA citizen who has a stamp 4 visa; or
- e. A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

BLENDED WORKING

AHBRA is committed to excellence in the delivery of our broad range of services and to the quality of our customer service. In this context, AHBRA have implemented a blended working policy while maintaining our commitment to the delivery of the highest standard of services. All employees are entitled to apply for blended working of up to 40% remote working in the probationary period and 60% once probation is successfully completed.

HOURS OF ATTENDANCE

The standard business hours for AHBRA are 9am to 5pm, Monday to Friday.

ANNUAL LEAVE

The annual leave for this role is 25 days, increasing over time depending on service. This is based on a five-day week and is exclusive of statutory public holidays.

OTHER BENEFITS OF WORKING FOR AHBRA

- A permanent pensionable position
- A public sector salary with incremental pay progression (Grade 7 scale)
- Flexible working hours within defined limits
- Personal development opportunities through employer sponsored academic education, paid study leave and in-house training and development programmes
- Dynamic and interactive work environment
- Career progression opportunities
- Facilitation of Tax Saver travel tickets and Bike to Work Scheme
- Bike parking onsite
- Modern city centre office, located near Merrion Square, Dublin 2, which is easily accessible by DART, and many bus routes

SUPERANNUATION, RETIREMENT & PRIOR PUBLIC SERVANTS

The minimum age at which pension is payable depends on the rules of the applicable pension scheme.

Retirement Age: will be determined in accordance with the relevant pension schemes and government departmental circulars.

THE SELECTION PROCESS

How to Apply

Complete the application form in full and submit via the online application portal [Approved Housing Bodies Regulatory Authority](#) by **14th September 2026 at 12 noon.**

AHBRA's recruitment and application programme is supported by Sigmar Ltd. Canvassing by or on behalf of the applicant will automatically disqualify. Any queries should be directed to ahbrajobs@sigmar.ie.

The Selection Process may include the following

- Aptitude testing
- Technical Knowledge or skills-based exercise
- Shortlisting of candidates based on the information contained in their application form
- Initial/preliminary interview
- Presentation or other exercises
- A final competitive interview
- Any other tests or exercises that may be deemed appropriate

In addition, a successful candidate must be passed medically fit to take up the appointment.

AHBRA will conduct a short-listing process. This process will select a number of candidates for interview who, based on an examination of the application forms appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application form, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

If a person to whom an offer is made, declines, or having accepted the position relinquishes it, or if any additional vacancy arises, AHBRA may, at its discretion, consider applicants from this process for appointment to any other comparative vacancy within a twelve-month period.

AHBRA is committed to a policy of equal opportunity.

CLOSING DATE

Your application must be submitted via the online application portal [Approved Housing Bodies Regulatory Authority](#) by **14th September 2026 at 12 noon**.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact ahbrajobs@sigmar.ie. Campaign updates will be issued to your registered email address as entered on the online application portal.

You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.

DATA PROTECTION ACTS, 1988, 2003 AND 2018

Sigmar Recruitment Ltd., in their capacity as Data Processor provide recruitment services on behalf of the Approved Housing Bodies Regulatory Authority (AHBRA), Data Controller. Sigmar create a record in your name, which contains personal information you have supplied. This record is used solely to consider and assess your candidature, and should you be successful, your personal data will be forwarded to AHBRA. Personal data processed is subject to the rights and obligations set out in the Data Protection Acts 1988-2013 and the General Data Protection Regulation (GDPR). Under the GDPR, data subjects whose data is processed by AHBRA are entitled to exercise certain rights against their personal data. You may request to exercise any of these rights, free of charge by contacting the DPO at dpo@ahbregulator.ie. For further information on how the AHBRA process personal data, please see our Privacy Statement: <https://www.ahbregulator.ie/legal-compliance/privacy-statement/>

For more information on how Sigmar process your personal data, please review the Privacy Statement: <https://www.sigmarrecruitment.com/privacy-statement>.

If you are dissatisfied with the handling of a Data Protection request you make with AHBRA, or you believe AHBRA is falling short of its data protection obligations, please contact the AHBRA DPO.

Please note you also have the right to lodge a complaint with the Data Protection Commissioner: <https://forms.dataprotection.ie/contact>.