

Grade VI Finance Officer

Job Specification & Terms and Conditions

Job Title and Grade	Grade VI Finance Officer
Closing Date	Thursday 27 March 2025 @ 5pm
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent contract
Salary Scale	The salary for this post ranges from €56,757 to €69,340 per annum
Working Hours	Hours of attendance will be fixed from time to time but will amount to not less than 35 hours net per week.
Annual Leave	30 days annual leave pro rata for 2025
Reporting Relationship	This role will report to the Finance Manager
Purpose of the Post	<p>The post holder will fulfil the duties of Finance Officer within Oberstown Children Detention Campus. As Finance Officer the post holder will be required to fulfil duties in relation to the management, development, implementation and monitoring of the accounting function with a focus on areas of expenditure, procurement and general financial administration.</p> <p>For the successful implementation of this role, there are a number of key relationships to be fostered and developed. These will be with personnel from a range of Government departments and agencies including the Comptroller and Auditor General, contractors, etc. As a staff member, the holder of the post will be expected to actively contribute to and participate in the overall development of Oberstown Children Detention Campus and to promote its policies at all times and to adhere to Oberstown values.</p>

Principal Duties and Responsibilities

The position of Finance Officer encompasses both supervisory and administrative responsibilities which include the following:

- To ensure an effective financial function, procedures and controls and records systems, providing support to the Finance Manager, Head of Corporate Services and the Director as required.
- To manage the team of assistant finance staff and support the development of the team.
- To produce monthly management accounts and assist in the production of the annual financial statements to the relevant accounting and auditing standards
- To assist in preparing budget estimates, to monitor expenditure and to provide reports on any variances for the senior management group and relevant committees as appropriate

- To conduct analysis of expenditure and reconciliation against relevant reports
- To provide support in relation to the development and implementation of best practice public procurement procedures incorporating aspects of contract management, and develop policies and procedures as required
- To liaise with auditors as appropriate and ensure that all relevant information is provided, following through on actions as appropriate.
- To advise staff on and to implement effective financial policies and controls developing guidelines and procedures as appropriate
- To support the Finance Manager and Head of Corporate Services in providing reports and analysis to the Board of Management Audit and Finance Committees as required.
- To ensure financial compliance with all relevant legislation, regulations and the Code of Practice for Governance of State Bodies
- Identify and/or support quality improvement projects within the finance function, including maximising use of existing systems and involvement in new/upgraded systems roll-out
- Internal Control testing using the Finance Internal Control Framework in order to monitor and identify risk areas
- To engage with external bodies and organisations, as appropriate, in regard to financial matters as required
- Control and reporting over the stock reporting system across a variety of departments using the SAGE stock system.
- Controlling purchase order system across the campus and ensuring adherence to policy
- Petty Cash control for the campus
- Responsible for the payment processing for the campus
- To support the finance manager in new/ad hoc requests as and when required

Standards, policies, procedures & legislation

- Adherence to confidentiality with regard to all work conducted
- Maintain own knowledge of relevant policies, procedures, guidelines and practices, to perform the role effectively and to ensure current work standards are met by own team
- Maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health & Safety Legislation, Employment Legislation, FOI Acts etc.
- Ensure consistent adherence to procedures within area of responsibility

The above duties are not intended to be a comprehensive list of all responsibilities involved and, consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.

Confidentiality

In the course of employment, the successful candidate will have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be

divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

Professional Knowledge & Experience

Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.

Specialist Knowledge, Expertise & Self Development

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
- Focuses on self-development, striving to improve performance

Team Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
- Provides clear information and advice as to what is required of the team
- Strives to develop and implement new ways of working effectively to meet objectives
- Leads the team by example, coaching and supporting individuals as required
- Places high importance on staff development, training and maximising skills & capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change

Judgement, Analysis & Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
- Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Uses judgement to make sound decisions with a well-reasoned rationale and stands by these
Puts forward solutions to address problems

Management & Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Structures and organises their own and others work effectively Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Delegates work effectively, providing clear information and evidence as to what is required
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/ processes to enable quality checking of all activities and outputs

- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Acts as an effective link between staff and senior management Encourages open and constructive discussions around work issues
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
- Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances
- Presents information clearly, concisely and confidently when speaking and in writing
- Collaborates and supports colleagues to achieve organisational goals

Eligibility Criteria Qualifications and/ or experience

- Qualified or part-qualified accountant (**Essential**)
- At least 3 years' experience in managing a finance function in a comparable role ideally within a regulatory or public sector organisation (**Essential**)
- Proven experience of financial / management, planning and budgeting (**Desirable**)
- Strong IT skills and knowledge of IT systems including SAGE 200 (**Desirable**)
- Knowledge of financial reporting standards and public sector finance, procurement and project management (**Desirable**)
- Ability and experience to make a significant contribution to the development of efficient and effective processes and procedures (**Desirable**)

Application and Selection Process

How to apply

Applications must be made by submitting the following documents:

- A short cover letter outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive CV, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
- (Please also outline that you are in receipt of an up-to-date full Irish Driving Licence.)
- Completion of the competency questions form (available to download from www.oberstown.com)

In order to apply for the post of **Grade VI Finance Officer**, please forward the above requested information via email to recruitmentmail@oberstown.com before **Thursday 27 March 2025 at 5pm**.

Selection Methods

Oberstown will run the selection process in accordance with best recruitment practices. The approach employed comprise of a series of assessments administered over a number of stages, which may include:

- Shortlisting of candidates on the basis of the information contained in their application.

- Competitive interview(s).
- Completion of an online questionnaire(s).
- case study/work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.
- a competitive interview which may include a presentation.

Shortlisting

In the event of a shortlisting exercise being employed, an expert board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

Candidates' Obligations

- A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

Character

Each candidate must be of good character.

Age

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.

Other requirements of the role

Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.