

CANDIDATES INFORMATION BOOKLET
PLEASE READ CAREFULLY

The Oberstown Children Detention Campus intend to hold a competition for the purpose of recommending persons for appointment and to form a panel for the position of:

GRADE IV FINANCE ASSISTANT
OBERSTOWN CHILDREN DETENTION CAMPUS

IRISH YOUTH JUSTICE SERVICE
DEPARTMENT OF CHILDREN AND YOUTH AFFAIRS

CLOSING DATE: Thursday 17th January 2019 @ 3:00pm
Late applications will not be accepted

The Oberstown Children Detention Campus is committed to a policy of equal opportunity.

Oberstown Children Detention Campus

Information Note

Oberstown Children Detention Campus (Oberstown) provides a safe and secure environment for young people sentenced or remanded by the Courts. The facilities are located on a single site in Oberstown, Lusk, Co Dublin. Oberstown is funded by the Irish Youth Justice Service (IYJS), which is an office within [the Department of Children and Youth Affairs](#). Oberstown is subject to a single Board of Management which is appointed by the Minister for Children and Youth Affairs.

The principal objective of the campus under the [Children Act 2001](#) is to provide care, education, training and other programmes for young people under 18 years of age, with the aim of reintegrating them back into the community, capable of making a positive and productive contribution to society.

The proposed appointments to the grade of **Grade IV Finance Assistant** will be made by the Oberstown Board of Management. It will be a condition of appointment that the employees concerned will be available for deployment as authorised by the Board to any area within the campus.

More information on the Oberstown Children Detention Campus and the Irish Youth Justice Service is available on www.iyjs.ie, www.dcy.gov.ie and at www.oberstown.com.

Grade IV Finance Assistant in the Oberstown Children Detention Campus

Job Title and Grade:	Grade IV Finance Assistant
Competition Reference:	FA 2012/18
Closing Date:	Thursday 17 th January 2019 @ 3:00pm
Location of Post:	Oberstown, Lusk, Co Dublin

Employer

The person appointed will be employed by the Board of Management of the Oberstown Children Detention Campus.

The Role of the Grade IV Finance Assistant

To support the functions of the Finance Officer which are to implement sound accounting systems

Principal Duties and Responsibilities

Finance

- Control and Reporting over the Stock Reporting System across a variety of departments using the SAGE stock system requiring active reconciliation and investigation of discrepancies

Accounts Payable Role to include:

- Implementation of Procurement Policy Guidelines across Suppliers
- Controlling Purchase Order System across the Campus and ensuring adherence to policy
- Answering queries from suppliers regarding payment and invoices
- Reconciliations of creditors statements and other recurring tasks
- Update local processes and manuals as required
- Petty Cash control for Campus
- General Ledger & Reporting
- Provide general accounting support to the Financial Officer
- Prepare month end bank reconciliations
- Assist in closing accounts payable for month end
- Assist with general ledger and monthly reporting process
- Prepare analysis of specific accounts for C&AG.
- Any ad-hoc projects or duties that may be required as part of the role

Administration

- Ensure the efficient day-to-day administration of area of responsibility
- Ensure deadlines are met and that service levels are maintained
- Support the preparation and issuing of office documentation (correspondence, reports, etc.) to the highest possible standard by monitoring and reviewing team work to ensure quality and accuracy

- Use appropriate technology to ensure work is completed to a high standard
- Ensure that archives and records are accurate and readily available
- Maintain confidentiality of documentation, records, etc.
- Ensure line management is kept informed of issues
- Ensure that the frontline of the service is kept informed and that their views are communicated to middle management.
- Organise and attend meetings as required
- Take minutes at meetings and prepare for circulation following meeting
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service

Payroll

- To prepare fortnightly payroll through PSSC

Customer Service

- Promote and maintain a customer focused environment including monitoring efficiency of service provided by the team and notifying supervisor of any deficiencies
- Ensure that service users are treated with dignity and respect
- Act on feedback from service users/customers and report same to supervisor

Service delivery and improvement

- Implement agreed changes to administration of the service

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 Job Description is not intended to be a comprehensive list of all duties 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 your employment you may 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, records must never be left in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required

Eligibility Criteria

Qualifications and / or experience

Each candidate for the post must have:

- Sufficient administrative experience in order to discharge the functions of the grade;
- A minimum of an Accounting Technician qualification is desirable;
- Strong organisation, communication and interpersonal skills;
- Excellent Excel skills;
- Knowledge of SAGE Accounts systems.

Driving Licence

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

Health

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

Character

Each candidate must be of good character.

Age

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

Communication

Candidates must have a good command of the English language

Professional Knowledge & Experience:

Demonstrate:

- Experience in the creation of professional documents and presentations thereby demonstrating advanced skills in the use of MS Office skills to include, Word, Excel, PowerPoint
- Demonstrate ability to work in an accurate and methodical manner, with great attention to detail, while meeting the demands of a busy office
- Demonstrate excellent numeracy skills
- Demonstrating advanced skills in the use of SAGE Accounts and SAGE stock system

Communications & Interpersonal Skills

Demonstrate:

- Good communication and interpersonal skills including the ability to present information in a clear and concise manner.
- Strong written communication skills.

Planning & Managing Resources

Demonstrate:

- Excellent planning and organisational skills including using computer technology effectively.
- The ability to manage deadlines and effectively handle multiple tasks.
- The ability to manage within allocated resources and a capacity to respond to changes in a plan.

Evaluating Information, Problem Solving & Decision Making

Demonstrate:

- Flexibility, problem solving and initiative skills including the ability to adapt to change
- The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.
- The ability to recognise when it is appropriate to refer decisions to a higher level of management.

Team Working

Demonstrate:

- The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders.
- The ability to work independently on own initiative and as part of a team.
- The capacity for management responsibility and initiative.
- Leadership potential and strong team skills.

Commitment to a Quality Service

Demonstrate:

- Great attention to detail and high levels of accuracy.
- Awareness and appreciation of the customer.
- A commitment to maintaining high work standards.
- A commitment to providing a quality service and customer service skills.

Terms and Conditions of Employment

Tenure

Appointment is as an employee of the Board of Management of the Oberstown Campus.

The appointment is to a whole-time permanent position.

Successful candidates shall serve a minimum period of 12 months on probation (see below).

The employee may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict in any way with the position.

Remuneration

The salary for this post ranges from €30,213 - €44,772 per annum.

Allowances specific to this post are payable. These include Secure Unit Allowance and allowances for working unsocial hours.

The rates of remuneration and allowances may be adjusted from time to time in line with Government pay policy.

Working Week

Hours of attendance will be fixed from time to time but will amount to not less than an average of 39 hours gross per week.

Successful candidates will be required to work on a roster, including Saturdays, Sundays and public holidays, and such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Annual Leave

The annual leave allowance for this position is 22 days per annum.

Superannuation

With effect from 1 January 2013 all new recruits to the Public Service will be members of the Single Public Service Pension Scheme ("Single Scheme"), as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Probation

Successful candidates shall serve a minimum period of 12 months on probation.

Should the Grade IV Finance Assistant services be satisfactory as regards health, conduct and efficiency generally during the probationary period, the officer will be finally appointed, on completion

of the period. Should the Grade IV Finance Assistant services be unsatisfactory, the appointment may be terminated at any time during the probationary period.

All employees will comply with supervision and any Performance Management Development system in place.

Official Secrecy and Integrity

Finance Officer- Grade IV will be subject to the Official Secrets Act, 1963 as amended by the provisions of the Freedom of Information Act, 1997, the Freedom of Information (Amendment) Act, 2003 and the Ethics in Public Office Acts, 1995 & 2001.

Applicants from outside the European Economic Area

While the Board of Management will be an equal opportunities employer, in line with current Department of Jobs, Enterprise & Innovation work permit requirements, offers of appointment to non-European Economic Area (EEA) citizens will only be made in the event that an EEA citizen cannot be found to fill a vacancy.

The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway.

For more details on EEA countries please see below or visit the Department of Jobs, Enterprise & Innovation www.djei.ie

European Economic Area Nationals

EEA nationals who do not require work permits / visas / authorisations are nationals of the following countries: Austria, Belgium, Bulgaria, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Switzerland and Romania

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.

For the purpose of satisfying the requirement as to health it will be necessary for a successful candidate, who is not already a permanent employee before he/she is appointed, to undergo a pre-employment medical examination by a qualified medical practitioner to be nominated by the organisation.

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.

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.

GDPR Privacy Statement- Recruitment Process

Purpose of Processing

Oberstown Children Detention Campus conducts a competency based recruitment process to fill vacancies within the organisation. To complete this, interested individuals are asked to submit an application for assessment by the interview panel. For the successful candidate, some of the information provided will form the basis of the contract of employment (e.g. address)

Legal Basis for Processing

- Necessary for performance of a contract or to enter into such a contract
- Compliance with legal obligation (Terms of Employment Information Act)

Recipients

The following shall receive your information for reasons outlined below:

Recipient	Reason
HR (internal)	Storing application, acknowledging responses and corresponding with applicants
HR (external Service provider)	If outsourced support is sought, our outsourced HR provider may receive applications to assist with elements of administration, or to manage the entire recruitment process
Interview Panel	The Interview Panel will receive your applications to conduct shortlisting and assessing applicants
Referees	Applicants are asked to provide references who can be contacted to validate work records and/or comment on suitability of the applicant for the position applied for. These shall be contacted and the applicants name will need to be provided to receive the reference.
Occupational Health Practitioner	We will use your personal details to refer you to the Occupational Health practitioner if considered for appointment

Details of Data Transfers Outside the EU

This does not apply to this process.

Automated Decision Making

This does not apply to this process.

Retention Period for Data

For unsuccessful candidates, applications and correspondence shall be retained for 12 months. For successful candidates, their application will be placed on their employee file and retained during their employment and for an appropriate period thereafter.

Your GDPR Rights in Relation to this Process

Right	Explanation
Access	You can request and receive access to the information requested in the process at any time.
Portability	You can request and receive a copy of this data, in electronic/transferable format, at any time
Erasure	You can request the data held be erased. We have outlined the anticipated retention period above.
Rectification	You can have any incorrect information, due to this being updated or otherwise, to be corrected.
Objection	You can object to this information being processed
Complain	You can make a complaint to our internal Data Protection Officer (contact details outlined below) and/or make a complaint to the relevant supervisory authority – Data Protection Commission in Ireland.

Data Protection Acts 1988 & 2003

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and your application remains in Oberstown. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to:

Data Protection Controller
Oberstown Children Detention Campus
Oberstown
Lusk
Co Dublin

Ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the 'Oberstown Children Detention Campus'. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

Management Reporting Relationship Oberstown Children Detention Campus

