

**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 VI- FINANCE OFFICER**

**OBERSTOWN CHILDREN DETENTION CAMPUS**

IRISH YOUTH JUSTICE SERVICE

DEPARTMENT OF CHILDREN AND YOUTH AFFAIRS

**CLOSING DATE: Thursday 17<sup>th</sup> January 2019 @ 3:00pm**

**Late applications will not be accepted**

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

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## 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 VI- Finance Officer** 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](http://www.iyjs.ie), [www.dcy.gov.ie](http://www.dcy.gov.ie) and at [www.oberstown.com](http://www.oberstown.com).

## **Grade VI- Finance Officer in the Oberstown Children Detention Campus**

<b>Job Title and Grade:</b>	Grade VI- Finance Officer
<b>Competition Reference:</b>	FO 2012/18
<b>Closing Date:</b>	Thursday 17 <sup>th</sup> January 2019 @ 3:00pm
<b>Location of Post:</b>	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 Grade VI- Finance Officer**

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.

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.

### **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 Logistics Manager and the Director as required.
- To manage the Finance Office and support the development of staff and an effective finance function within Oberstown Children Detention Campus.
- To produce monthly management accounts and produce annual financial statements to the relevant accounting and auditing standards
- To manage fortnightly payroll function through PSSC and produce monthly management reports.
- To prepare 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 Board of Management Audit and Finance Committees as required, including providing reports and analysis
- 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 requiring active reconciliation and investigation of discrepancies.
- Controlling purchase order system across the campus and ensuring adherence to policy
- Petty Cash control for the campus

#### **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 duties are broadly defined and the list of duties is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the staff function in a flexible manner, and work together as a team, Oberstown retains the right to assign new duties and or to re-assign staff to other areas in response to service needs.**

#### **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 financial and administrative experience to discharge the functions of the grade;
- A minimum of an Accounting Technician qualification;
- Experience in a similar role managing finance;
- 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

## **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 €46,771 - €57,158 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 28 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 VI- Finance Officer 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 VI- Finance Officer 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**

Grade VI- Finance Officer 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](http://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
Erase	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, Oberstown

