

Finance Assistant Grade V
 Job Specification & Terms and Conditions

Job Title and Grade	Finance Assistant Grade V
Closing Date	14 th September 2023
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent Contract
Salary Scale	The salary for this post ranges from €47,335 to €56,722 per annum.
Working Hours	Hours of attendance will be fixed from time to time averaging 35 hours gross per week.
Annual Leave	25 days annual leave pro rata.
Reporting Relationship	The person appointed to this position will report to the Finance Officer.
Purpose of the Post	<p>Oberstown Children Detention campus is seeking an experienced Finance Assistant who will be responsible for applying the required administrative responsibilities across all functions and sections of the Accounts Department.</p> <p>The position involves working as part of a team reporting to the Finance Officer or designate. The post holder will work closely with the Finance Officer to maintain high standards within Finance Department and to ensure consistent support for the campus.</p>
Principal Duties and Responsibilities	<p>Principal Duties and Responsibilities:</p> <p>The position of Finance Officer encompasses administrative responsibilities which include the following:</p> <ul style="list-style-type: none"> • 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 • Implementation of Procurement Policy Guidelines across Suppliers • Input of invoices and credit notes • Controlling Purchase Order System WAP 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 • Administration of campus pre-paid debit card system • 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

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.

<p>Professional Knowledge & Experience</p> <p>Skills, Competencies and/or Knowledge</p>	<p>Candidates must have:</p> <p>Specialist Knowledge, Expertise and Self Development:</p> <ul style="list-style-type: none"> • Displays high levels of skills/ expertise in own area and provides guidance to colleagues. • Has a clear understanding of the role, objectives and targets and how they support the service delivered by the Organisation. • Is committed to the role, consistently striving to perform at a high level. <p>Analysis & Decision-Making:</p> <ul style="list-style-type: none"> • Effectively deals with a wide range of information sources, investigating all relevant issues. • Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc. • Identifies and understands key issues and trends. • Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence. <p>Delivery of Results:</p> <ul style="list-style-type: none"> • Takes ownership of tasks and is determined to see them through to a satisfactory conclusion. • Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation • Ability to work to multiple deadlines and with multiple projects. • Minimises errors, reviewing learning and ensuring remedies are in place • Excellent planning, organisational and time management skills to deliver the best possible results. <p>Interpersonal & Communication Skills:</p> <ul style="list-style-type: none"> • Actively listens to the views of others. • Liaises with other groups to gain co-operation. • Negotiates, where necessary, in order to reach a satisfactory outcome. • Maintains a focus on dealing with customers in an effective, efficient and respectful manner. • Is assertive and professional when dealing with challenging issues. • Expresses self in a clear and articulate manner when speaking and in writing.
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Applicants must by the closing date of application have the following:</p> <p>Essential:</p> <ul style="list-style-type: none"> • A qualification business/ Finance or relevant discipline an advantage. • At least 3 years, experience in a busy, administrative process driven environment. • Strong knowledge of Knowledge of SAGE Accounts systems. • Experience of working in a public sector Finance related role is desirable. • Experience in document control and management. • Excellent organisational skills with the ability to manage and prioritise tasks in an effective manner to meet deadlines.

	<ul style="list-style-type: none"> • Strong knowledge of MS Office suite. • Well-developed interpersonal skills with the proven ability to engage effectively and appropriately with internal and external stakeholders. • Ensures that customer service is at the heart of own work.
Application and Selection Process	<p>The Application and Selection Process</p> <p>How to apply</p> <p>Applications must be made by submitting the following documents:</p> <ul style="list-style-type: none"> • 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) <p>In order to apply for the post of Finance Assistant, please forward the above requested information via email to recruitmentmail@oberstown.com before Thursday 14th September 2023 @ 3.00pm.</p> <p>Selection Methods</p> <p>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:</p> <p>Shortlisting of candidates on the basis of the information contained in their application. Competitive interview(s).</p> <p>Shortlisting</p> <p>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.</p> <p>Other important information</p> <p>Oberstown will not be responsible for refunding any expenses incurred by candidates.</p> <p>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.</p> <p>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</p>

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.

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

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant within the meaning of the Public Services Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 67 years of age.