

# JOB DESCRIPTION

## Finance & Procurement Officer Assistant Principal

### National Disability Authority

The National Disability Authority (NDA) is a non-commercial statutory body, which was established to provide independent information and evidence-informed advice to the Minister for Justice, Equality and Law Reform on policy and practice relating to persons with disabilities and has functions including to:

- Undertake, commission or collaborate in research projects
- Undertake activities to assist in the development of statistical information for the planning, delivery and monitoring of disability programmes and services
- Act as a central national body to assist the Minister in the co-ordination and development of disability policy
- Develop codes of practice and monitor their implementation
- Monitor the achievement of the target for the employment of people with disabilities in the public sector
- Promote, through the NDA's Centre for Excellence in Universal Design, the principles of universal design in relation to products, services, Information Communications Technology and the built environment.

Further information is available on the NDA's website at <http://www.nda.ie>

The NDA receives an annual grant from the Department of Justice and Equality and as a public body complies with the Code of Practice for the Governance of State Bodies.

### Job Description

As Finance & Procurement Officer the post holder will be required to fulfil duties in relation to the management, development, implementation and monitoring of the accounting and procurement function with a focus on areas of expenditure including payroll and general financial management.

S/he will play a key role in financial and procurement management and ensure that staff and management receive high quality, professional and responsive services. S/he will also implement financial and procurement management policies, procedures and systems and ensure compliance with corporate and project standards as well as maintain oversight of day-to-day financial and procurement activities.

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 Financial Management Shared Services Centre (FMSSC), Comptroller and Auditor General, Internal Auditors, Staff & Senior Management, Contractors and Authority Members.

As a staff member, the holder of the post will be expected to actively contribute to and participate in the overall development of the NDA and to promote its policies at all times and to adhere to NDA values. The post holder may be redeployed to Assistant Principal level duties within the NDA as needs arise.

The person appointed will be part of the NDA's Corporate Services Department and will report to the Corporate Services Manager. The position is permanent and full-time subject to satisfactory completion of a probationary period.

### Finance & Procurement Officer Duties and Responsibilities

Financial, management accountant and procurement duties and responsibilities will include the following:

- Preparing the NDA's annual statutory financial statements for certification by the C & AG and monthly management accounts in accordance with recognised accounting standards;
- Preparing and managing estimates, budgets, forecasts and such financial or other submissions as may be required;
- Provide support to the Corporate Services Manager in relation to planning, organising, controlling, managing and coordinating the efficient operation of the Finance function;
- Overseeing the payroll process which requires integrated working between HR and Finance to ensure accurate and timely payroll processing and reports in accordance with Payroll Shared Service Centre (PSSC) policy and procedures;
- Prepare analyses, reports and papers for Finance Committee, Audit Committee and Board meetings. Attend and input to Board and Committee meetings, as required;
- Providing support to the Corporate Services Manager in ensuring adequacy of financial management and reconciliation systems;
- Supporting and contributing to the effective monitoring and implementation of the NDA's budget as determined by policy priorities and budgetary limitations (i.e. budget amendments and other required actions);
- Participating in and utilising professional accounting knowledge for Financial Management System (FMS) upgrade and enhancement projects;
- Developing of new procedures and reporting systems in the Finance Unit as required;
- Planning, organising, managing and supervising the work and staff of the Unit. Continuously reviewing and improving the service delivery processes with the view to achieving efficiency, consistency and transparency;
- Provide advice to the Corporate Services Manager on systems to ensure proper internal and accounting controls and performance measures are in place to deliver efficient and high value services;
- Providing advice on audit and financial management issues as required,
- Liaising with the internal and external auditors on audit matters, including the C & AG and effectively dealing with any queries issues that arise, in support of the Corporate Services Manager and the Director;
- Providing advice on procurement e.g. planning, tendering and using government framework agreements;
- Provide support to the Corporate Services Manager to ensure procurement procedures meet the Public Procurement requirements and comply with EU and National Procurement Rules;
- Provide support in the development and implementation of the NDA's procurement plan, ensuring that the applicable financial and procurement policies and procedures are followed;
- Developing, monitoring and proposing revisions to financial and procurement policies, practices and procedures, to meet the evolving needs of the NDA.
- Engaging effectively with a range of internal and external stakeholders.

The above list of responsibilities may be varied having regard to the changing needs of the NDA.

Applicants should note that the above is a general guide to the role and is not an exhaustive description of the duties associated with the role or tasks, which may be assigned.

**In applying for the post applicants are strongly advised to clearly demonstrate how they fulfil the following essential requirements and competencies. The selection process may include short-listing of applicants on the basis of the information provided in the application form. It is therefore in your own interest to provide a detailed and accurate written account of how your skills, personal qualities, qualifications and experience meet the requirements for the post.**

### Essential Requirements

Applicants must have:

- Full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA); e.g. CPA, ACCA, ACA.
- Proven experience at Management level with at least 5 years in a Financial setting
- Experience preparing audit reports and audit files
- Experience obtained over a number of years in producing annual financial statements
- A good understanding of public sector accounting and financial management systems;
- Well-developed IT skills, familiarity with Financial Management Systems and advanced experience using Microsoft Excel;
- Knowledge and experience of governance within the public service, particularly the Code of Practice for the Governance of State Bodies 2016;
- Excellent oral and written communications skills, including the ability to communicate with Senior Managers, Board members, Committee members, Internal and External Auditors and internal and external stakeholders.

### Highly Desirable Requirements

The following criteria are considered highly desirable for the post:

- Experience of Irish and EU public procurement rules, guidelines and regulations
- Experience of managing tendering processes;
- A good understanding of contracts management;
- A high degree of analytical and problem solving skills in financial and business management;
- Demonstrably strong track record in the exercise of sound professional judgement;
- The capacity to operate effectively and credibly at senior levels, both within the organisation and externally;
- Experience of managing staff and other resources;
- Excellent project management and organisational skills;
- Flexibility and be results-focussed with the ability to work under pressure, to tight deadlines with attention to detail;
- The capacity to complete work thoroughly and to a high standard.
- Experience of financial audit and internal audit in private or public sector organisations;
- Experience preparing financial and non-financial reports and reporting to senior management;
- Experience of effective Corporate Governance processes.

In addition to the above, the Key Competencies for effective performance at this level are detailed overleaf.

## Leadership

- Actively contributes to the development of the strategies and policies of the Department/ Organisation
- Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise
- Leads and maximises the contribution of the team as a whole
- Considers the effectiveness of outcomes in terms wider than own immediate area
- Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks
- Develops capability of others through feedback, coaching & creating opportunities for skills development
- Identifies and takes opportunities to exploit new and innovative service delivery channels

## Analysis & Decision Making

- Researches issues thoroughly, consulting appropriately to gather all information needed on an issue
- Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data)
- Integrates diverse strands of information, identifying inter-relationships and linkages
- Makes clear, timely and well grounded decisions on important issues
- Considers the wider implications of decisions on a range of stakeholders
- Takes a firm position on issues s/he considers important

## Management & Delivery of Results

- Takes responsibility for challenging tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances
- Ensures quality and efficient customer service is central to the work of the division
- Looks critically at issues to see how things can be done better
- Is open to new ideas initiatives and creative solutions to problems
- Ensures controls and performance measures are in place to deliver efficient and high value services
- Effectively manages multiple projects

## Interpersonal & Communication Skills

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across units of the organisation and with other relevant bodies and Departments/ Sectors
- Maintains poise and control when working to influence others
- Instills a strong focus on Customer Service in his/her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues and the political system

## Specialist Knowledge, Expertise and Self-Development

- Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Organisation
- Has a breadth and depth of knowledge of area of expertise and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/ area
- Is focused on self development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

## Drive & Commitment to Public Service Values

- Is self motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Through leading by example, fosters the highest standards of ethics and integrity

## Pay

The Assistant Principal Standard Salary Scale (rates effective from 1 October 2018) is as follows:

Personal Pension Contribution (PPC) Pay Scale (for those appointed on or after 6 April 1995):  
€66,495, €68,898, €71,289, €73,687, €76,080, €77,460 (NMAX), €79,876 (LSI-1), €82,300 (LSI-2).

Non-Personal Pension Contribution (Non-PPC) Pay Scale (for those appointed before 6 April 1995):  
€64,232, €66,569, €67,856, €70,129, €72,405, €73,721 (NMAX), €76,012 (LSI-1), €78,311 (LSI-2).

Subject to satisfactory performance, increments may be payable in line with Government Policy. Long service increments may be payable after 3 (LSI-1) and 6 (LSI-2) years' satisfactory service at the maximum of the scale.

Entry will be at the minimum of the scale. Different terms and conditions may apply if you are a currently serving civil or public servant.

## Annual Leave

The annual leave allowance for the position of Finance & Procurement Officer will be 30 days per annum. This allowance is subject to conditions regarding the granting of annual leave in the public sector and is based on a 5 day week, exclusive of public holidays.