**Candidate Information Booklet**

The National Disability Authority is committed to a policy of equal opportunity. The National Disability Authority will run this recruitment process in alignment with best practice for the Appointment to Positions in the Civil Service and Public Service prepared by [Commission for Public Service Appointments](http://www.cpsa.ie) (CPSA).

National Disability Authority

25 Clyde Road

Dublin D04 E409

[www.nda.ie](http://www.nda.ie/)

Telephone: (353) 01 608 0400

Title: Finance

Grade: Executive Officer (Permanent, Full-Time)

Reports to: Senior Finance and Procurement Officer

Employing Authority: National Disability Authority

Location: 25 Clyde Road, Ballsbridge, Dublin D04 E409

The National Disability Authority (NDA) is the independent statutory body that provides expert advice to the Minister for Children, Equality, Disability, Integration and Youth on policy and practice relating to persons with disabilities. In practice, the NDA delivers on this role through advising officials in the Department of Children, Equality, Disability, Integration and Youth and in other Government Departments and key state agencies, as well as direct advice to the Minister.

The National Disability Authority’s statutory functions include:

* To act as a central national body to assist the Minister in the co-ordination and development of disability policy;
* To undertake, commission or collaborate in research projects and activities and to assist in the development of statistical information for the planning, delivery and monitoring of disability programmes and services;
* To advise the Minister on standards for disability programmes and services, to prepare codes of practice and to monitor the implementation of standards and codes in this regard;
* To monitor the employment of people with disabilities in the public sector against targets set in legislation;
* To promote, through the Centre of Excellence in Universal Design, universal design of the built environment, products, services and information and communications technology, so that they can be accessed, understood and used by all persons regardless of their age, size, ability or disability.

Further information is available on the NDA’s website at <http://www.nda.ie> and on the Centre for Excellence in Universal Design website at <https://universaldesign.ie/>

# Job Description

The Executive Officer, Finance role within the NDA, is a key support role that provides operational and administrative support.

Reporting to the Senior Finance and Procurement Officer the successful candidate will work collaboratively within the NDA Corporate Services Department to deliver best practice Finance and Procurement support to meet business needs and deliver on the mission, vision and strategy of the NDA.

The ideal candidate should ideally take ownership of tasks through to a satisfactory conclusion. They should have excellent organisational and communication skills to meet the requirements of the role. He/she should maintain a focus on dealing with tasks in an effective, efficient and respectful manner.

For the successful implementation of this role, there are a number of key relationships to be fostered and developed. These will be with colleagues and personnel from a range of other Departments, agencies and contracted services. A high degree of flexibility and customer service will be expected as well as strong organisational and administrative skills.

The successful candidate will be responsible for administering a range of Finance activities including accounts payable, income and other reconciliation, procurement and supporting payroll processing. The post holder will work closely with the Finance Team to maintain the high standards of the Finance and Procurement unit and to ensure consistent support for other units.

This position offers a fulfilling and responsible role in a busy and challenging environment working on interesting and varied issues. It provides an excellent career opportunity to make a significant contribution to the delivery of corporate services in a dynamic organisation with a wide range of responsibilities.

## Main Duties and Responsibilities

The role of the Executive Officer, Finance is wide-ranging, and the successful candidate will be required to:

* Manage supplier payment processes to ensure accuracy and that all payments are processed in line with financial procedures and prompt payment rules.
* Assisting with raising purchase orders.
* Review all invoices, and financial reports for accuracy.
* Assist with all Finance related queries from staff and external stakeholders.
* Liaise with external stakeholders such as the OGP, Revenue and Bank of Ireland.
* Assist with procurement and monitoring contract life cycles as necessary.
* Ensure timely and accurate administration and filing of all necessary documentation.
* Proactively identifying improvements for increased efficiencies and updating financial procedures.
* Assist with training all staff in compliance with financial and procurement procedures.
* Prepare periodic capital drawdown requests to submit to the Department of Children, Equality, Disability and Youth.
* Obtain quotations and analysing and preparing business cases as requested.
* Contribute to Parliamentary Question and FOI responses.
* Assist with monthly and annual financial reports.
* Prepare monthly bank and control account reconciliations.
* Monitor the Finance mail inbox and ensuring that all queries are processed in a timely manner.
* Take Minutes at the Finance Committee meetings.
* Perform ad hoc duties of a financial nature.
* Participate fully in any cross functional initiatives from time to time.
* Assist in maintaining the Finance Internal Control Framework.
* Liaise with auditors.
* Continuously work as part of a team within the finance department to identify and progress areas for improvement/development.

The responsibilities outlined in this job description should not be regarded as exhaustive in scope and may be added to or altered as required, in line with the requirements of the NDA. The duties appropriate to the post will be determined by the Director and may cover a range of activities allowing for maximum flexibility according to the needs of the organisation.

## Person Specification

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 candidates on the basis of the information provided in the application form. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications and experience meet the requirements for the post.

The following criteria is ***required*** for the post:

* Proven experience in Financial operations, or a similar role, with an understanding of end-to-end Finance processes.
* Have experience working with financial accounting systems
* The ability to efficiently manage a wide-ranging workload.
* The ability to deliver to tight deadlines and to take a strategic approach in the delivery of key objectives.
* Problem solving skills and attention to detail and accuracy.
* The confidence to liaise directly with staff, and external stakeholders.
* Excellent interpersonal skills, including an ability to deal sensitively with others and the ability to handle sensitive and confidential information with discretion and integrity.
* An adherence to high standards generally and demonstrated ability to exercise high standards of personal integrity.
* Be competent in the use of MS office applications, in particular MS Excel and MS Word.
* Have experience in procurement administration.
* Good interpersonal and communication skills.
* The ability to work on own initiative and as part of a team; and
* The ability to organise and prioritise workload to meet deadlines.
* A commitment to playing a part in the ongoing development of the NDA.
* Have pro-active and ‘can do’ attitude to ensure all tasks are completed to a high standard.

The following criteria are considered ***essential*** for the post:

Hold a minimum level 5 NFQ qualification in finance, business or procurement.

**And**

A minimum of one years’ experience working in a Finance role.

**OR**

In the absence of holding a minimum level 5 NFQ qualification in finance, business or procurement, candidates will possess a minimum of two years’ experience working in a Finance role.

**And**

Candidates must demonstrate strong verbal and written communication skills and excellent attention to detail, as evidenced by the Application form.

**And**

In addition to the specific requirements set out above, candidates must be able to demonstrate that they possess the competencies identified for effective performance at Executive Officer level as set out below.

The following criteria are considered ***desirable***for the post:

In addition to the above essential requirements, candidates are asked to outline specific key achievements, specialist knowledge, contributions or expertise they have developed over their career to date in any one of the following areas:

* Payroll and Pensions Administration.
* Procurement Processes and Administration.
* Month end processes, including reconciliations.
* General Accounts administration including posting of invoices and receipts.

Candidate responses to the above will be assessed to consider the depth and breadth of your experience as it is relevant to the role. Information provided in this section may be used as part of a shortlisting exercise and may be discussed in more depth at interview.

# Competencies for role at Executive Officer Level:

## Team Working / People Management

1. Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
2. Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
3. Values and supports the development of others and the team
4. Encourages and supports new and more effective ways of working
5. Deals with tensions within the team in a constructive fashion
6. Encourages, listens to and acts on feedback from the team to make improvements
7. Actively shares information, knowledge and expertise to help the team to meet its objectives

## Analysis & Decision Making

1. Effectively deals with a wide ranges of information sources, investigating all relevant issues
2. Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.
3. Identifies and understands key issues and trends
4. Correctly extracts and interprets numerical information, conducting accurate calculations
5. Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence

## Delivery of Results

1. Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
2. Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
3. Constructively challenges existing approaches to improve efficient customer service delivery
4. Accurately estimates time parameters for projects, making contingencies to overcome obstacles
5. Minimises errors, reviewing learning and ensuring remedies are in place
6. Maximises the input of own team in ensuring effective delivery of results
7. Ensures proper service delivery procedures / protocols / reviews are in place and implemented

## Interpersonal & Communication Skills

1. Modifies communication approach to suit the needs of a situation / audience
2. Actively listens to the views of others
3. Liaises with other groups to gain cooperation
4. Negotiates, where necessary, in order to reach a satisfactory outcome
5. Maintains a focus on dealing with customers in an effective, efficient and respectful manner
6. Is assertive and professional when dealing with challenging issues
7. Expresses self in a clear and articulate manner when speaking and in writing

## Specialist Knowledge, Expertise and Self Development

1. Displays high levels of skills / expertise in own area and provides guidance to colleagues
2. Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department / Organisation and can communicate this to the team
3. Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

## Drive & Commitment to Public Service Values

1. Is committed to the role, consistently striving to perform at a high level
2. Demonstrates flexibility and openness to change
3. Is resilient and perseveres to obtain objectives despite obstacles or setbacks
4. Ensures that customer service is at the heart of own / team work
5. Is personally honest and trustworthy
6. Acts with integrity and encourages this in others

# Selection Process Guide

## How to Apply

All candidates should download and complete the application form. Once the application form has been completed, please return it, along with a cover letter (max 2 pages), to recruitment2@nda.ie.

Candidates should also indicate their interest with regard to full-time and/or part-time and permanent and/or specific purpose roles in their cover letter and application form.

Applications will not be accepted after the closing deadline of **Tuesday 18th March 2025 at 2p.m. local time.**

We are unable to accept hard copy applications submitted by post. All applications must be submitted by email for consideration.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact recruitment2@nda.ie

The onus is on each applicant to ensure that they are in receipt of all communication from The National Disability Authority. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.

The National Disability Authority accepts no responsibility for communication not accessed or received by an applicant.

The National Disability Authority is an equal opportunities employer. Applications would be particularly welcome from persons with disabilities. Reasonable accommodations can be provided.

## Selection Process

The Selection Process will include the following:

* Submission of application (Application form and cover letter)
* Shortlisting of candidates based on the information contained in their application
* Interview

## Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the National Disability Authority may decide that a smaller number of applicants will only be called to interview. In this respect, the National Disability Authority provide for the operation of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position.

An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interests to provide a precise, detailed, accurate account of your qualifications/experience in your application.

A panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfil the conditions of the selection process may, within the life of the panel, be considered for subsequent approved vacancies. The candidate who obtains first place on the panel will be the first candidate considered for a position, subject to satisfactory clearances, and so on in order of merit.

## Confidentiality

Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strictest confidence.

## Other Important Information

The National Disability Authority 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 notification, is not to be taken as implying that the National Disability Authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential requirements as outlined above but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the National Disability Authority 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 the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this recruitment process.

# Candidates' Rights - Review Procedures in relation to the Recruitment Process

The National Disability Authority will consider requests for review in alignment with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the [Commission for Public Service Appointments](http://www.cpsa.ie).

Should a candidate be unhappy with an action or decision in relation to their application they can seek feedback. An initial review will be carried out internally by the Corporate Services Department as to why their application was deemed unsuccessful. The outcome of this review will be sent to the candidate in written format.

* To request an initial review, a candidate must write to the NDA within 5 working days of receiving notification of the decision on their application. The NDA will carry out the initial review without delay. If the candidate is dissatisfied with the outcome, they may resort to the formal procedures within 2 working days of receiving notifications of the outcome of the initial review.
* The decision arbitrator will be a person unconnected with the selection process and he/she will adjudicate on requests for review. The decision of the decision arbitrator in relation to such matters is final.

## Candidates’ Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

## Candidates must not

* Knowingly or recklessly provide false information
* Canvass any person with or without inducements
* Interfere with or compromise the process in any way
* A third party must not personate 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/or imprisonment.

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

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

## Specific candidate criteria

### Candidates must

* Have the knowledge and ability to discharge the duties of the post concerned
* Be suitable on the grounds of character
* Be suitable in all other relevant respects for appointment to the post concerned and if successful, they will not be appointed to the post unless they:
* Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
* Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position;
* Be passed medically fit to take up the appointment.

## Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the National Disability Authority, or who do not, when requested, furnish such evidence as required by the Authority relevant to their candidature, will have no further claim to consideration.

# Citizenship Requirement

Eligible candidates must be:

(a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or

(b) A citizen of the United Kingdom (UK); or

(c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or

(d) A non-EEA citizen who has a stamp 41 or a Stamp 5 visa

1 Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

To qualify candidates must be eligible by the date of any job offer.

# Data Protection Act 2018

When your application 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 as part of the recruitment process. Such information held by the NDA and the employing organisation is subject to the rights and obligations set out in the Data Protection Act 2018. For more information on how we retain and use your personal data, please review the [National Disability Authority’s Privacy Policy](http://nda.ie/Privacy-Policy/) which includes instructions on their right to withdraw consent at any point.

To make a subject access request under the Data Protection Act 2018, please submit your request in writing to: Data Protection Officer, National Disability Authority, 25 Clyde Road, Dublin 4, or email dataprotection@nda.ie

Ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

# Principal Conditions of Service

Principal conditions of service will be applied in line with all relevant governmental circulars/procedures and policies applicable at time of placement.

## Salary

Entry will be at the minimum of the scale of the Executive Officer Standard Scale. The salary scale for the position is as follows:

Pay scale with effect from 01 October 2024 for Civil Servants appointed on or after 6th April 1995 paying the Class A rate of PRSI contribution and making an employee contribution in respect of personal superannuation benefits (PPC):

**Executive Officer (PPC)**

€36,544, €38,465, €39,550, €41,667, €43,564, €45,400, €47,229, €49,019, €50,831, €52,618, €54,514, €55,784, €57,596¹, €59,422².

Non-Personal Pension Contribution Pay Scale with effect from 01 October 2024 (for those appointed before 6 April 1995):

**Executive Officer**

€34,983, €37,152, €38,010, €39,860, €41,659, €43,406, €45,141, €46,841, €48,559, €50,229, €51,962, €53,146, €54,848¹, €56,566².

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 **first point** 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 Executive Officer will be as follows:

23 rising to 24 after 5 years´ service

25 after 10 years´ service

26 after 12 years´ service

27 after 14 years´ service

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.

## Hours of Work

Hours of attendance will be not less than 35 hours net per week. Your normal working hours are from 9am to 5pm, Monday to Friday.

The NDA operates a blended working policy which requires a minimum attendance on site of two days per week. This requirement is dependent on the requirements of the role and will vary from time to time. Details of this arrangement are agreed locally with your line manager.

## Rest Periods

The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

## Place of work

The National Disability Authority is currently located in 25 Clyde Road, Ballsbridge, Dublin, D04 E409. Owing to public health guidelines, the successful applicant may be required to work partially onsite and from home until such a time as restrictions are lifted.

## Tenure

This is a full-time position. You will be required to undergo a probationary period.

## Sick Leave

Pay during sick absence will apply in accordance with the provisions of the Public Service Sick Leave Regulations.

## PRSI

Officers who pay Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the National Disability Authority. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

## Outside Employment

Appointees to full-time positions may not engage in private practice or be connected with any outside business, which would interfere with the performance of official duties.

## Superannuation and retirement

The successful candidate will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the National Disability Authority depending on the status of the successful appointee:

1. In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 [Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers];
2. An individual who was a member of a “pre-existing public service pension scheme” as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will have standard public service pension terms reflecting new entrant or non-new entrant status for the purposes of the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

## Appointee’s status for superannuation purposes

Appointees will be required to disclose their full public service history. Details of the appropriate superannuation provisions will be provided upon determination of appointee’s status. The following points should be noted:

### **Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. **This may have implications for any appointee who has acquired pension rights in a previous public service employment.**

### **Pension Abatement**

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree’s public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service.

However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivized Scheme of Early Retirement (ISER) or the Health Service Executive VER/VRS which render a person ineligible for the competition) the entitlement to payment of that pension will cease with effect from the date of reappointment.

### **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the cesser of such employment or on the person’s 60th birthday, whichever is the later, but on resumption, the pension will be based on the person’s actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

### **Ill-Health Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

### **Pension Related Deduction**

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with Part 4 of the Public Service Pay and Pensions Act 2017. ASC is payable in addition to any contributions payable in respect of membership of your main superannuation scheme and/or spouse’s and children’s pension scheme.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidates.