

Grade VII – Administrative Officer Initial Assignment: Finance (2 x 3 Years Fixed Term) Ref: G7F322

City of Dublin Education and Training Board (CDETB) provides educational services within the Dublin City area. CDETB runs over 1,000 courses across the city of Dublin. We have 24 schools and colleges and 2 Training Centres and operate out of over 60 different locations in the city. Thirteen of our schools offer second level programmes at Junior and Leaving Certificate level. Sixteen of our colleges offer over 300 full-time Post Leaving Certificate courses at FETAC levels 5 and 6. Our Adult Education Service provides courses specifically targeted at those who wish to return to education and our Night Schools provide short courses that cover the widest possible range of hobbies and interests. The 2021 budget for CDETB was approx. €565m.

CDETB was designated the single awarding authority for student grant applications in Ireland since 2012 and operates a business unit Student Universal Support Ireland (SUSI) to fulfil these duties.

Please note that a Panel may be formed from which future fixed-term vacancies at Administrative Officer Level may be filled.

Proposed Timeframe	Shortlisting will take place week commencing: 27 th June 2022 Interviews will commence week beginning: 4 th July 2022 <i>*All dates are subject to change and are for guidance only</i>
Location of Position	The position will be based in CDETB Administrative Offices, Town Hall, 1-3 Merrion Road, Ballsbridge, Dublin 4, D04 PP46.
Salary	€51,853 - €67,411 (including two long service increments). Please note that the successful candidate will commence at point 1 of the salary scale (unless they have previous public sector service at the same grade).
Annual Leave	29 days per annum.
Purpose of Campaign	CDETB is seeking an experienced highly motivated, talented and ambitious individual to manage key elements of CDETB's finance function and to participate in project work as part of the implementation of new Finance system. The Administrative Officer will report to an Assistant Principal Officer or other designated Manger.
Essential Requirements	<ul style="list-style-type: none"> Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent <u>or</u> have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher <u>or</u> have appropriate relevant experience which encompasses equivalent skills and expertise. Possess the requisite knowledge, skills and competencies to carry out the role. Be capable and competent of fulfilling the role to a high standard.
Desirable Requirements	<ul style="list-style-type: none"> Be a qualified or part qualified accountant registered with one of the following Accountancy Bodies (ICAI, ACCA, CPA or CIMA) OR be a Qualified Accounting Technician OR have a degree equivalent to level 7 or higher on the National Framework of Qualifications in accounting or business administration (or in such other relevant discipline as may be considered appropriate in the discretion of CDETB).

	<ul style="list-style-type: none"> • Have a minimum of two year's recent proven senior finance experience or similar experience which in the opinion of CDETБ is relevant to the post. • Comprehensive knowledge and experience of working with SUN or SAP or equivalent tier 1 ERP system. • Project work experience in the development and implementation of financial management systems. • Have significant experience in managing staff including but not limited to general staff supervision, team work scheduling, staff development and training. • Have excellent administrative skills and a high level of ICT literacy including a proven ability to apply technology in the workplace. • Strong oral and written communication skills, including report writing and presentation skills. • Knowledge of public or private sector financial procedures, including implementation of internal controls and risk management. • Self-starter with an ability to use initiative (being self-motivated, flexible and results focused etc.) to prioritise and manage work in a dynamic and pressurised environment. • Excellent judgement, problem-solving, analytical and decision-making skills. • A commitment to teamwork and leading change and a demonstrated ability to manage resources effectively. • Strong skills in building productive working relationships and the ability to foster strong links with a range of internal and external stakeholders. • Have an understanding of the main features and current challenges of public service and regulatory reform, including the delivery by the Department of Education of shared services to the education sector.
Principal Duties and Responsibilities	<p>The general duties and responsibilities listed below are 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 from time to time and to contribute to the development of the post while in office:</p> <ul style="list-style-type: none"> • Work with the Senior Leadership team of CDETБ to assist in the achievement of the ETБ strategic objectives and in accordance with CDETБ values. • Assist with the operational management, supervision and control of the CDETБ Finance function to meet the needs of CDETБ. • To participate in a project for the development and implementation of a new financial management system for CDETБ in conjunction with ESBS Shared Services and to contribute to the rollout of other related management information and IT systems. • Provide first-line management support to the APO Finance in respect of any designated Finance function or other finance related duties and to the Project Transition Lead in respect of the finance system project. • The management and development of direct reports and to ensure a well-trained and competent team are in place and to ensure that staff development and training programmes are in place to provide for continuity of skills and knowledge. • Assist in the preparation of internal and external financial, planning and management reports or other submissions as may be required from time to time by CDETБ, ESBS, Department of Education, SOLAS, DFHERIS, Auditors and other appropriate organisations/bodies. • To assist in the development and maintenance of an overall financial control environment, including risk management function, in order to ensure that CDETБ adheres to the relevant codes of practice and financial governance. • To represent CDETБ Finance as required in its dealing with internal/external auditors, relevant external agencies and other internal and external stakeholders and to participate in all committees / groups as assigned by the Assistant Principal Officer or Director of OSD (Finance)

	<ul style="list-style-type: none"> To undertake such duties, projects or activities as may be assigned by Assistant Principal Officer or Director of OSD (Finance)
Grade VII Competencies	<p>Team Leadership</p> <ul style="list-style-type: none"> Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise. Provides clear information and advice as to what is required of the team. Strives to develop and implement new ways of working effectively to meet objectives. Leads the team by example, coaching and supporting individuals as required. Places high importance on staff development, training and maximising skills & capacity of team. Is flexible and willing to adapt, positively contributing to the implementation of change. <p>Analysis & Decision Making</p> <ul style="list-style-type: none"> Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors. Takes account of any broader issues and related implications when making decisions. Uses previous knowledge and experience in order to guide decisions. Makes sound decisions with a well-reasoned rationale and stands by these. Puts forward solutions to address problems. <p>Management & Delivery of Results</p> <ul style="list-style-type: none"> Takes responsibility and is accountable for the delivery of agreed objectives. Successfully manages a range of different projects and work activities at the same time. Structures and organises their own and others work effectively. Is logical and pragmatic in approach, delivering the best possible results with the resources available. Delegates work effectively, providing clear information and evidence as to what is required. Proactively identifies areas for improvement and develops practical suggestions for their implementation. Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively. Applies appropriate systems/processes to enable quality checking of all activities and outputs. Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers. <p>Interpersonal & Communication Skills</p> <ul style="list-style-type: none"> Builds and maintains contact with colleagues and other stakeholders to assist in performing role. Acts as an effective link between staff and senior management. Encourages open and constructive discussions around work issues. Projects conviction, gaining buy-in by outlining relevant information and selling the benefits. Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances. Presents information clearly, concisely and confidently when speaking and in writing. <p>Specialist Knowledge, Expertise & Self Development</p> <ul style="list-style-type: none"> Has a clear understanding of the roles, objectives, and targets of self and team and how they fit into the work of the unit and Department/Organisation and effectively communicates this to others. Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work.

	<ul style="list-style-type: none"> ○ Focuses on self-development, striving to improve performances. <p>Drive & Commitment to Public Service Values</p> <ul style="list-style-type: none"> ○ Strives to perform at a high level, investing significant energy to achieve agreed objectives. ○ Demonstrates resilience in the face of challenging circumstances and high demands. ○ Is personally trustworthy and can be relied upon. ○ Ensures that customers are at the heart of all services provided. ○ Upholds high standards of honesty, ethics and integrity. <p>Note: Having read the competencies and thought about the demands of the role, for each of the above competencies candidates will be asked, on the application form, to demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date which clearly demonstrates your suitability for this position, within your application form.</p> <p>Ideally you should include all elements of the STAR competency framework which is outlined as follows:</p> <table> <tr> <td>Situation</td><td>Present a challenging situation you found yourself in.</td></tr> <tr> <td>Task</td><td>What did you need to achieve from the situation?</td></tr> <tr> <td>Action</td><td>What action did you personally take to achieve this?</td></tr> <tr> <td>Result</td><td>What was the result of your action?</td></tr> </table>	Situation	Present a challenging situation you found yourself in.	Task	What did you need to achieve from the situation?	Action	What action did you personally take to achieve this?	Result	What was the result of your action?
Situation	Present a challenging situation you found yourself in.								
Task	What did you need to achieve from the situation?								
Action	What action did you personally take to achieve this?								
Result	What was the result of your action?								
Terms and Conditions of Appointment	<ul style="list-style-type: none"> • The appointment will be subject to the sanction of the Chief Executive • While the initial appointment is to Finance the appointment is to CDETB as a whole. CDETB reserves the right to transfer an Officer as the needs of the scheme dictate. • The person appointed to the post will be required to contribute to the relevant Superannuation Scheme. • The appointment will be probationary until the last day of the month after the completion of six month's service. • Any offer will be subject to the receipt of two satisfactory references. • External work may not be undertaken without the prior consent of CDETB. • For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before he/she is appointed, to undergo at CDETB's expense, a medical examination by a qualified practitioner nominated by CDETB. 								
Termination	The appointment will be terminated by one month's notice in writing on either side.								
Garda Vetting	<p>CDETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the Board's recruitment and selection process, offers of employment to all posts will be subject to NVU disclosures which</p> <p>CDETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</p>								
Citizenship Requirements	Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply.								
Exclusions	Candidates should note that persons who have taken part in Public Service early retirement schemes including the following are not eligible to take part in this competition:								

	<p>Incentivised Scheme for Early Retirement (ISER): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the <i>same employment or the same sector</i>. Therefore, such retirees may not apply for this position;</p> <p>Department of Health and Children Circular (7/2010): The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition.</p>
Declaration	Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
Sick Leave and Special Leave	Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards.
Superannuation & Retirement	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie.</p> <p>Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <p>Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age).</p> <p>Retirement Age: Scheme members must retire on reaching the age of 70.</p> <p>Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).</p> <p>Post retirement, pension increases are linked to CPI</p>
Pension Abatement	<p>If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.</p> <p>However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community</p>

	& Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
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 pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.
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.
Additional Superannuation Contribution	Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment.

Notes:

- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of the CDETB. Therefore candidates are strongly advised to submit applications well before the 12 noon deadline on the specified closing date.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.
- CDETB may contact the named referees and/or employers for a reference should you be called to interview.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.

Latest date for receipt of completed online applications for the above is:

12 noon on Friday 24th June 2022

Late applications will not be accepted. Shortlisting may take place.

Canvassing will disqualify.

City of Dublin Education and Training Board is an equal opportunities employer.