



**An Chomhairle Oidhreachta  
The Heritage Council**

## **Candidate Information Booklet**

### **Finance Manager**

**The Heritage Council is committed to a policy of equal  
opportunity.**

**Closing Date for Applications**

**Sunday 6<sup>th</sup> of October 5pm**

**(Late Applications will not be considered)**

## THE POSITION

### The Role

The Finance Manager will be responsible for overseeing and managing the accounts payable, receivables and payroll functions. The Finance Manager will be responsible for preparing the trial balance and monthly management accounts.

The Operations Finance Manager will work closely with the Head of Finance and other key stakeholders to ensure an effective system of internal control.

This role requires a high level of expertise in process management, compliance, and process optimization to ensure timely and accurate payments to vendors and employees.

### Main Duties and Responsibilities

#### Accounts Payable Management

- Oversee the end-to-end accounts payable process, ensuring timely and accurate processing of invoices and payments.
- Ensure payments to suppliers is compliant with public service requirements, including procurement.
- Develop and implement policies and procedures for accounts payable to ensure compliance with company policies and regulatory requirements.
- Reconcile accounts payable transactions and resolve any discrepancies.
- Prepare and analyse accounts payable reports and metrics to identify areas for improvement.
- Responsible for cashflow forecasting
- Responsible to meet all internal and external reporting requirements, for example: prompt payment, S891B.
- Processing tax returns and payments with Revenue as required (VAT, PSWT)

#### Grant Payments

- Support the Grants Function of the Heritage Council to ensure timely review and payment of grants
- Ensure that grant payments are compliant with the public service requirements.



### Payroll and T&S Management

- Oversee the payroll process to ensure timely and accurate payment of salaries to employees.
- Collaborate with HR to ensure accurate and up-to-date employee information in the payroll system.
- Maintain payroll records and prepare payroll reports for internal and external stakeholders.
- Manage employee queries related to payroll and benefits.
- Oversee the Travel and Subsistence (T&S) process to ensure timely and accurate payment of T&S to employees and Council Members.

### Financial and Management Reporting

- Compilation and preparation of annual budget
- Ensure the rapid, timely and accurate preparation of management accounts
- Interpret and report on management accounts for the Senior Management Team
- Liaise with internal and external stakeholders to include auditors, Department of Housing, Local Government and Heritage, Office of the Revenue Commissioners, Banks and funding providers;
- Cashflow management, treasury management and loan reporting;
- Other duties and responsibilities as may be assigned from time to time.

### Team and System Leadership and Development

- Manage and mentor a team of finance professionals, providing guidance and support to ensure high performance.
- Foster a culture of continuous improvement, encouraging the team to identify and implement process enhancements.
- Ensure appropriate training and development opportunities are provided to team members.
- Management and control of the day-to-day operations of the finance function and its sections;
- Implement changes in existing financial systems as required;



- Monitoring, implementing, and improving internal controls and checks to ensure good financial control

### Education, Training, Experience, etc.

Candidates must demonstrate in their cover letter and CV that they meet all the below essential criteria by the closing date for applications.

#### Essential criteria

- (a) Three years experience in a Financial management or similar role
- (b) Knowledge of accounting methods, procedures, processes and contemporary management accounting techniques and principles as they apply in the public service;
- (c) Experience processing payroll and Travel Expenses with in the public service
- (d) Experience in the identification of financial issues and of briefing of same
- (e) Experience of staff supervision and performance management;
- (f) Highly developed relationship management and interpersonal skills and a capacity to promote co-operation, trust and openness amongst staff and stakeholders;
- (g) Excellent working knowledge of integrated Financial Management Systems (Sage, Access and MyZahara an advantage) and Microsoft Excel;
- (h) Experience in risk management and public procurement;
- (i) Full unendorsed category B driving licence and full-time access to a car or for candidates who are unable to drive, full time access to transport.

#### Desirable criteria

- (a) Excellent organisation and prioritisation skills
- (b) Excellent ICT skills including Word, Excel, Outlook etc.
- (c) Ability to work well in a team environment be self-motivated and able to manage own workload.
- (d) A commitment to high standards of public service.
- (e) The ability to communicate through the Irish language, both verbal and written, is desirable but not essential.

### Citizenship Requirements

Eligible candidates must be, on the latest date for receipt of completed application forms;

- (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

(a) 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 is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or

(e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or

(f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

## Reporting

The Finance Manager will report to the Head of Finance or any other person as may be determined from time to time by the CEO.

## Competencies for the Role

The successful candidate must be able to demonstrate that they possess the requisite competencies required for this position. The required competencies are set out in appendix 1.

## CONDITIONS OF SERVICE

### Tenure

The post is a permanent full time post.

### Salary

The position of Finance Manager is analogous to the Civil Service Grade of HEO The (PPC) salary scale, including the required pension contribution, is set out below.

Point 1 €56,556; Point 2 €58,209; Point 3 €59,860; Point 4 €61,509; Point 5 €63,164; Point 6 €64,812; Point 7 €66,464

\*Long Service Increment 1: €68,849; \*\*Long Service Increment 2: €71,227



\*After three years' service at Point 7. \*\*After three years' service at Long Service Increment 1. (Pay scale as at 1st June 2024).

Candidates should note that entry will be at the minimum of the salary scale and the rate of remuneration, including incremental progression, will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are currently a serving civil or public servant. The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the Heritage Council any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

It is the individual responsibility of former public or civil servant candidates to ensure their eligibility to apply. In particular, potential candidates who participated in a voluntary severance/redundancy or early retirement programs, received a redundancy payment or are in receipt of a public sector pension, should familiarize themselves with their individual conditions pertaining to public sector re-employment and declare same if applying.

### Annual Leave

The annual leave entitlement for this role (based on a full-time role) is 29 days per year, rising to 30 days per annum after 5 years' service.

### Place of work

The place of work will be the Heritage Council headquarters, Áras na hOidhreachta, Church Lane, Kilkenny.

Please note, successful candidates may request blended working arrangements following their probationary period. Successful candidates will be expected to work a minimum of three days per week in our office in Kilkenny in accordance with the Heritage Council's blended working policy. The Heritage Council reserves the right, at its discretion, to change working arrangements on any future date.

### Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 30 minutes gross per week. The standard working week is 37.5 hours, 09.00 – 17.30 Monday to Friday.

The successful candidate will be required to work 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.

### Retirement / Superannuation

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in at the time of being offered an appointment.



Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April 2004.

## Probation

There shall be a period after appointment takes effect during which the appointed person shall hold such employment on probation. Such period shall be six months, but the Chief Executive may, at her discretion, extend such period. A person may cease to hold such employment at the end of this period at the discretion of the CEO.

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

## Application Process

### Selection Methods

The selection process may include any or all the following:

- Shortlisting of candidates. The number of candidates to be invited for interview shall be determined by the Heritage Council. The shortlisting will be carried out by or on behalf of the Heritage Council against criteria specified for the position and only on the basis of the information contained in the candidate's application form.
- an interview which may include a presentation by the candidate;
- a second interview which may also include a presentation or other exercise.
- The Heritage Council may create a panel from which future vacancies at the specified grade may filled.

It is the intention to hold interviews at the offices of the Heritage Council. The Heritage Council may hold interviews via remote technologies. It is the responsibility of the interviewee to ensure that he/she has access to adequate facilities to enable them to participate in online interviews.



The Heritage Council will not be responsible for any expense a candidate may incur in attending for interview.

### How to Apply

To apply, please email a cover letter (no more than two pages) to Ciara Connolly at [ciara@excelrecruitment.com](mailto:ciara@excelrecruitment.com), with the role title in the subject line, outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. Additionally, please attach a comprehensive curriculum vitae (C.V.) clearly showing the relevant achievements and experience in your career to date.

### Candidates with Disabilities

The Heritage Council is committed to equal opportunities for all candidates. If you have a disability or require reasonable accommodations during the recruitment process, we encourage you to let us know to ensure that you receive the support that you need. Requiring adjustments or reasonable accommodation will not have any impact on the selection process and all information disclosed will be treated in the strictest confidence.

### Deeming of Candidature to be withdrawn

Candidates who do not attend for interview when and where required by the Heritage Council, or who do not, when requested, furnish such evidence as the Council requires regarding any matter relevant to their candidature, will have no further claim to consideration.

### Period of Acceptance

The Heritage Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint her/him.

### Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the Heritage Council or person nominated by the Heritage Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

### Garda Vetting

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to the Garda Síochána for security checks on all addresses at which they have resided.





## Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirement as to health it may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Council.

## Enquiries/Further Information

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email [ciara@excelrecruitment.com](mailto:ciara@excelrecruitment.com).

## General Information

### Legal Compliance

The Heritage Council are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

### GDPR Compliance

The Heritage Council collects, processes, and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained, and destroyed in compliance with the Data Protection Acts 1988 - 2018.

### Use of Recording Devices

The use of recording equipment is prohibited during the application and interview process.

### Candidate Obligations

Candidates must not knowingly provide false or misleading information. By submitting an application you are confirming that the information contained in it is accurate and truthful and that providing false or misleading information may result in disqualification of candidates.

Candidates must not interfere or compromise the competition process in any way.

### Late Applications

Late applications will not be accepted under any circumstances and no correspondence will be entered into with candidates who do not submit their application by the closing date.





## Appendix 1 Higher Executive Officer Competencies

<b>Team Leadership</b>	<p>Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise</p> <p>Provides clear information and advice as to what is required of the team</p> <hr/> <p>Strives to develop and implement new ways of working effectively to meet objectives</p> <p>Leads the team by example, coaching and supporting individuals as required</p> <p>Places high importance on staff development, training and maximising skills &amp; capacity of team.</p> <hr/> <p>Is flexible and willing to adapt, positively contributing to the implementation of change</p>
<b>Judgement, Analysis &amp; Decision Making</b>	<p>Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors</p> <p>Takes account of any broader issues, agendas, sensitivities and related implications when making decisions</p> <p>Uses previous knowledge and experience in order to guide decisions</p> <hr/> <p>Uses judgement to make sound decisions with a well-reasoned rationale and stands by these</p> <p>Puts forward solutions to address problems</p>
<b>Management &amp; Delivery of Results</b>	<p>Takes responsibility and is accountable for the delivery of agreed objectives</p> <p>Successfully manages a range of different projects and work activities at the same time</p> <hr/> <p>Structures and organises their own and others work effectively</p> <p>Is logical and pragmatic in approach, delivering the best possible results with the resources available</p> <p>Delegates work effectively, providing clear information and evidence as to what is required</p> <hr/> <p>Proactively identifies areas for improvement and develops practical suggestions for their implementation</p> <p>Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively</p> <p>Applies appropriate systems/ processes to enable quality checking of all activities and outputs</p>



	Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
<b>Interpersonal &amp; Communication Skills</b>	<p>Builds and maintains contact with colleagues and other stakeholders to assist in performing role</p> <p>Acts as an effective link between staff and senior management</p> <p>Encourages open and constructive discussions around work issues</p> <p>Projects conviction, gaining buy-in by outlining relevant information and selling the benefits</p> <p>Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances</p> <p>Presents information clearly, concisely and confidently when speaking and in writing</p> <p>Collaborates and supports colleagues to achieve organisational goals</p>
<b>Specialist Knowledge, Expertise and Self Development</b>	<p>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</p> <p>Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work</p> <p>Focuses on self-development, striving to improve performance</p>
<b>Drive &amp; Commitment to Public Service Values</b>	<p>Strives to perform at a high level, investing significant energy to achieve agreed objectives</p> <p>Demonstrates resilience in the face of challenging circumstances and high demands</p> <p>Is personally trustworthy and can be relied upon</p> <p>Ensures that customers are at the heart of all services provided</p> <p>Upholds high standards of honesty, ethics and integrity</p>

