

**Grade VIII, Accountant,**

**Disabilities Finance**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | Grade VIII, Accountant,  (Grade Code: 0655) |
| **Campaign Reference** | NRS14763A |
| **Closing Date** | **Tuesday 27th May 2025 at 3:00pm** |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Disability Finance, Oak House, Millennium Park, Naas, Co. Kildare.  There is currently 1 permanent whole-time vacancy available.  A panel may be formed as a result of this campaign for **Grade VIII Accountant, Disability Finance, National Finance Division** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Fergal McDermott, Finance Business Partner Disability Finance  Email: fergal.mcdermott@hse.ie |
| **Details of Service** | The overall aim of the Finance Division is to support our services to secure the maximum appropriate investment in health and social care by demonstrating value and good control over the resources we already have. We seek to provide strategic and operational financial support and advice to the various streams of the Health Service Executive in achieving the organisational goals of providing high quality, integrated health and personal social services while operating within the limits of the resources available. |
| **Reporting Relationship** | The post holder will report to the Finance Business Partner Disability Finance or other nominated manager |
| **Key Working Relationships** | As part of the Disability Finance Team in the National Finance Division reporting to the Finance Business Partner Disability Finance, the post holder will also work collaboratively with the following:   * Disability Operations / Access to Integration including 3 Care Group Leads * Other National Directorates / Divisions * Finance leads and their teams within the Health Regions * Department of Public Expenditure & Department of Health * Section 38 & 39 Organisations and their representative bodies |
| **Purpose of the Post** | The post holder will support the ACFO Disability Finance in the provision of enhanced Financial Support for Disability Services based on the programme of reform necessary to deliver on agreed reforms and service targets within the Services.  This programme of reform includes new funding that will be available as a result of the Government’s commitment to the Action Plan for Disability Services 2024-2026 and programmes under the Roadmap for Service Improvement 2023-2026 to examine current services leading to reform and improved use of existing resources.  They will play a key role in supporting and directing the organisation towards addressing the significant governance and sustainability challenges facing the sector and achieving the service’s objectives. They will provide leadership in navigating the complexities in financial management terms of being the care group in the HSE with the largest level of voluntary provision at c.75%.  *Role objectives include but are not limited to:*   * To support HSE Disability Services in co-ordinating efforts to assess, establish, monitor and continuously improve the system of internal financial controls across the Services. * To support HSE Disability Services in safely reducing unit costs and securing appropriate additional investment in services including by linking inputs to outputs / outcomes and demonstrating value for money. * Working in partnership with DCEDIY, Disability Services across the HSE and Section 38 and Section 39 organisations, the operational structures within the new Health Regions, and the National Finance Division to provide finance leadership within Disabilities Services * To ensure that HSE Disability Services have access to expert financial advice and decision support in relation to the delivery of safe health and social care services within the funding available |
| **Principal Duties and Responsibilities** | In performing their duties, the Grade VIII Accountant, must operate within the relevant Financial Policies and Financial Guidelines of the HSE including those laid down by the CFO.  **Financial Accounting**   * Support HSE Statutory reporting, audit, governance and compliance for Disability Services * Financial aspects of managing the relationship with funded voluntary organisations and other funded providers including preparation of annual service arrangements, review of monthly management accounts, attendance at review meetings and review of Annual Financial Statements * Linking cash/ vote to Income and Expenditure figures for Disability Services * Assist in the development and implementation of related enhancements to reporting and analysis   **Operational Management**   * Playing a lead role for HSE Disability Services in the operation of an effective financial planning and monthly financial performance management process so that the Services can deliver the maximum amount of safe service while operating with the limits of the budget made available to them. * Providing Senior Management & other budget holders within HSE Disability Services with timely access to the financial information, including analysis and commentary, they require to meet their obligations & responsibilities * Provide financial expertise to the process of identifying, assessing, implementing and monitoring Service Improvement and Cost Containment plans * To participate on Finance, Disability, and other Working Groups as appropriate to fulfilling the objectives of the role * Participating in the ongoing review and improvement of the system of Internal Financial Controls within HSE Disability Services, including but not limited to: * Compliance with Procurement Rules * Maximising Income generation, billing and collection * Cash handling * Compliance with National Financial Regulations and other relevant policies, procedures and guidelines * Engagement with Internal Audit and implementation of IA recommendations * Annual Internal Controls Questionnaire and Controls Assurance Process * Maintenance of the financial risk register. * Playing a lead role for HSE Disability Services in relation to the Finance Reform workstream & key projects including but not limited to: * Implementation of the new finance operating model including the development and implementation of a new Single National Integrated Finance and Procurement system (IFMS)   **Leadership & Direction**   * Build effective, constructive relationships and a network with Voluntary Service providers providing disability services in tackling related governance and sustainability challenges in the disability sector * Provide leadership in change management to ensure the Finance policies, programmes and activities are aligned with the overall objectives and plans of the Disability & Health Services * Participate in leadership development programmes or other fora as appropriate to the role, the organisation and Disabilities. * Support the modernisation and integration of the Finance functions across the Disability Services.   **Risk Management, Quality, Health & Safety**   * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Education & Training**   * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **Administrative**   * Act as spokesperson for the Organisation as required * Demonstrate pro-active commitment to all communications with internal and external stakeholders   **The above Job Specification is 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 to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application: -**   * Current membership of a recognised or prescribed accountancy body such as ACCA, CPA, ACMA, CIMA, ACA or an equivalent accountancy body in another jurisdiction. * Significant relevant post-qualification experience in a large organisation with multiple stakeholders to include a proven track record of influencing senior stakeholders to ensure financial consequences are taken into account. * Experience of finance and budgeting systems in a large computerised organisation. * Significant experience of delivering change in a complex environment, including experience of introducing new technologies and efficiencies, as relevant to this role. * Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.   **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  **Demonstrates:**   * Up to-date knowledge of the relevant professional accountancy standards that apply in Ireland to include an in-depth knowledge of public sector accounting, Financial Reporting Standards, Financial Regulation, GAAP and Charities SORP. * In depth understanding of the role of funded voluntary organisations and other funded providers including preparation of annual service arrangements, cash reporting, monthly reporting and Statutory Financial Statements. * Understanding of Cash Vote reporting * Experience in analysis and presentation of complex data from multiple sources to support decision making * Knowledge of the public sector estimates process and the business planning process * Working knowledge of what constitutes good financial control/systems which contributes to key business decisions. * Knowledge of relevant legislation e.g. Health Act, Finance Acts etc * Excellent working knowledge of relevant IT systems   **Critical Analysis, Problem Solving & Decision Making**  ***Demonstrates:***   * Excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources * Ability to perform complex variance analysis and commentary * The ability to evaluate complex information from a variety of sources and make effective decisions * The ability to quickly grasp and understand complex issues and the impact on service delivery * The ability to confidently explain the rationale behind decision when faced with opposition * Ability to make sound decisions with a well-reasoned rationale and to stand by these * Initiative in the resolution of complex issues * Effective problem solving in complex work environments   **Managing and Delivering Results**  ***Demonstrates:***   * The ability to adequately identify, manage and report on risk within area of responsibility * The ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands and tight deadlines while consistently maintaining high standards and positive working relationships. * The ability to manage deadlines and effectively handle multiple tasks * Strong planning and organising skills including, structuring and organising own work load and that of others effectively * The ability to use computer technology effectively for the management and delivery of results * The ability to take responsibility and be accountable for the delivery of agreed objectives * The ability to proactively identify areas for improvement and to develop practical solutions for their implementation * The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapid changing environment * The ability to evolve and adapt to a rapid changing environment * A logical and pragmatic approach to workload, delivering the best possible results with the resources available * The ability to work on a self-directed basis   **Leadership, Direction & Team Working**  ***Demonstrates:***   * The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working * Effective leadership in a challenging and busy environment including a track record of innovation / improvements. * Team and leadership skills including the ability to interact in a professional manner and work effectively with other finance staff, multi-disciplinary business budget holders and other key stakeholders * Flexibility, adaptability and openness to working effectively in a challenging and changing environment to meet the requirements of the role * The ability to work both independently and as part of a multidisciplinary team * The ability to lead the team by example, coaching and supporting individuals as required. * The ability to work with the team to facilitate high performance, developing clear and realistic objectives   **Communications & Interpersonal Skills**  ***Demonstrates:***   * Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups * Proven ability to communicate complex financial information in a concise, non- technical manner * The ability to present information clearly, concisely and confidently when speaking and in writing. * Effective verbal communication skills, delivering complex information clearly, concisely and confidently * Excellent report writing skills to include the production of comprehensive structured written reports * Excellent presentation skills * An ability to influence and negotiate effectively in furthering the objectives of the role * A track record of building and maintaining key internal and external relationships in achieving organisational goals   **Commitment to a Quality Service**  ***Demonstrates:***   * Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers * Commitment to developing own knowledge and expertise * Evidence of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility * Strong capability to manage competing demands without a diminution in performance |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Grade VIII, Accountant**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is permanent and whole time.  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is: 01/03/2025  81,444 - 82,175 - 85,389- 88,616 - 91,818- 95,033- 98,231  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission’s website <https://www.sipo.ie/>. |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)