

AMENDED

Assistant National Director, Finance

**National Services and Schemes**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Assistant National Director, Finance  *(Grade Code: 0508)* |
| **Campaign Reference** | NRS14767 |
| **Closing Date** | Tuesday 6th May 2025 at 3:00 pm |
| **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** | There is currently one permanent whole-time vacancy available in the Office of the National Director, HSE National Services and Schemes, Model Business Park, Model Farm Road, Cork, T12 HT02  The National Director, National Services and Schemes is open to engagement as regards the expected level of on-site attendance at Model Business Park, Model Farm Road, Cork in the context of the requirements of this role and the HSE’s Blended Working Policy. The post holder may be required to attend meetings in Cork, Dublin and regionally as required.  A panel may be formed as a result of this campaign for **Assistant National Director, Finance, National Services and Schemes** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Pat Healy, National Director, National Services and Schemes,  **Mobile**: 087 2405893  **Email** : [nationalservices@hse.ie](mailto:nationalservices@hse.ie) |
| **Details of Service** | **HSE**  The Health Service Executive (HSE) is responsible for the provision of all health and personal social care services in the Republic of Ireland. With an annual budget in 2024 of €24 billion and over 150,000 employed in the HSE and the Section 38 Agencies with which the HSE has Service Level Agreements (SLAs), the HSE is the largest employer in the State and the largest of any public sector organisation.  **National Schemes & Services**  The National Services and Schemes function is a newly constituted function in the HSE Centre accountable for the operation (planning and delivery), management and performance management of National Services and Schemes. National Services are viewed and represented as one operating unit where the services are supporting the populations of the Health Regions. The 6 REOs and the National Director, National Services and Schemes together represent the operational arm of the organisation.  The National Services and Schemes function is responsible for (but not limited to):   * National Ambulance Service * Primary Care Reimbursement Service/Schemes * Primary Care Contractors and Enhanced Community Care * Environmental Health * Nursing Home Support Scheme * National Emergency Management * EU, North South Unit (including Co-operation and Working Together) * National Appeals Service * Treatment Abroad Services & Community Demand Led Schemes which are transitioning to NSS   **Finance within National Schemes & Services**  The Assistant National Director of Finance, reporting directly to the National Director, is responsible for allocating budget across National Services & Schemes and is an integral member of the National Services & Schemes Senior Management Team.  They play a critical role in responding to the significant challenges posed by the healthcare budget within National Services & Schemes, working with the Executive Management Team to drive improved financial performance and productivity and to assure alignment of financial planning and business planning activities.  They provide expert financial advice, financial governance guidance and decision support for the National Director whose focus is on continuously improving the safe, integrated, and effective delivery of health and social care services within the funding available  They work closely with the National Finance & Procurement Division in providing input to the Annual Service Plan having regard for the financial priorities of the function.  Recognising the scale of resource within PCRS and the associated work programmes around productivity task force, overall medicines management include IPHA agreement, work with the National Director and AND PCRS and team to support the development of appropriate strategies, VFM initiatives and overall system assurance.  The Assistant National Director, Finance will work closely with the NSS Senior Team on the development of Strategic Plans and Business Cases.  The Assistant National Director, Finance will work closely with the NSS Senior Team and with HR to ensure adequate payroll controls and strengthened workforce planning while supporting the delivery of resourcing strategies. This will help ensure that all human resources are used in the most effective and efficient manner and that workforce requirements are delivered within allocated funding. |
| **Reporting Relationship** | The post holder will report directly to the National Director, National Services and Schemes and be a member of the National Services & Schemes Senior Management Team.  The post holder will have a strong dotted line reporting relationship to the HSE Chief Financial Officer.  The National Services & Schemes Finance team will report to the post holder on all matters relating to budget management, financial reporting, financial governance and compliance and will ensure the HSE Chief Financial Officer is kept fully informed on these matters. |
| **Key Working Relationships** | The post holder will be a member of the National Services & Schemes Senior Management Team and will work collaboratively with other members of the team in assisting the National Director on all financial matters relating to funding the provision of health and social care services.  The post holder will also work with Finance and Procurement Managers across the National Finance & Procurement Division and the new Health Regions and other key management stakeholders across the Health Regions and Corporate Functions. |
| **Purpose of the Post** | The primary purpose of the Assistant National Director, Finance role is to lead the Finance function within National Services and Schemes.   * To provide finance support to the National Director and the Senior Management Team of the Function and support the delivery of improved financial and organisational effectiveness as well as contributing to the overall mission, vision, values and strategy of the National Services & Schemes function and wider HSE. * To ensure the National Director has access to the necessary financial management support, including decision support, to assist them in delivering on their accountability in respect of financial management and related matters. * To assist the National Director in meeting their accountability obligations to the HSE CEO and HSE Board. This will include the provision of high quality, timely and insightful reporting, on a planned and ad-hoc basis as necessary, on all aspects of the financial management and related stewardship of the function, including addressing all information requirements of the HSE Chief Financial Officer. This includes timely and responsive reporting, to a standard specification agreed with the HSE CFO. * To provide strategic financial direction, guidance and management of the National Services and Schemes finance function. * Assisting in the development and monitoring of cost containment and breakeven plans within the function and for implementing and monitoring a system of nationally defined internal financial controls to ensure budgetary control and accountability. * To work with the National Director and the finance teams across the function to provide financial input to the National Service Plan and the HSE Corporate Plan. * To provide a strong dotted line supervision to the dedicated procurement teams that will report to HSE National Procurement * To work with the National Finance & Procurement Division to ensure implementation of agreed Finance Strategy, National policies and standardised procedures. * To progress financial challenges to resolution, ensuring performance metrics and KPIs are achieved. * To ensure meaningful and timely analysis and interpretation of financial results to support the delivery of high-quality integrated health and social care services. * Supporting the implementation of the finance reform and the wider HSE reform agenda. * To ensure the highest standard of financial processes, business intelligence, reporting and support for compliance with best practice in terms of financial matters. This will involve full use of IFMS and fully exploiting opportunities to make use of National Financial Shared Services and National Procurement and avoiding any duplication of effort or capacity regarding same. * To deliver on all financial reporting requirements including review and input as required in respect of the HSE Annual Financial Statements (AFS) process. This includes effective and responsive audit liaison across National Services and Schemes and the C&AG, with close collaboration required between the DOF and the ACFO Finance Specialists in that regard |
| **Principal Duties and Responsibilities** | The following are the key duties and responsibilities for this role:  **Leadership:**   * Provide financial leadership and direction to the National Director and National Services and Schemes Senior Management Team. * Ensure local implementation of national finance strategy, policies and procedures. * Oversee and assist in the preparation of input to the National Service Plan in conjunction with the National Director, the HSE Chief Financial Officer and other service managers as appropriate. * Monitor and report the financial (including cash and working capital) and budgetary position in relation to funding and service activity to the National Director and HSE Chief Financial Officer as required. * Co-ordinate the work of all National Services and Schemes functional leads in connection with financial matters, expenditure and income returns and budgetary allocations affecting those units. * Lead the National Services and Schemes Senior Management Team on identifying opportunities for value for money initiatives. * Undertake such other duties as may be assigned to him/her by the National Director.   **Performance Management**   * Provide analysis and decision support to the National Director and Senior Management Team as regards operating and improving the financial management (including cash management and working capital management) and related performance management across National Services and Schemes, including provision of regular updates and reporting to the HSE Chief Financial Officer. * Support effective contract management with voluntary partner organisations (s.38 & s.39) and primary care contractors and other national provider entities within the National Services and Schemes domain. * Provide input into the development of a Performance Management system. * Implement nationally defined Key Performance Indicators (KPIs) which are congruent with the service plan targets. * Develop action plans to address non-attainment of KPI targets * Oversee the development of improved capacity and capability within the services to address the requirements arising in National Services and Schemes. * Drive and promote a performance management culture. * Ensure financial practices across National Services and Schemes inform decision making and promote probity, value for money and a culture of cost consciousness and cost improvement. * Ensure that all financial resources are used in the most effective and efficient manner in the delivery of day-to-day services across the National Services and Schemes.   **Communication**   * Demonstrate pro-active commitment to all communications and develop strong working relationships with internal and external stakeholders. * Be in attendance at Senior Management Team meetings to support and advise the management team on their remit of ensuring strong financial stewardship and governance. * Provide assurance to the National Director that all financial resources are used in the most effective and efficient manner in the delivery of health and social care services across National Services and Schemes. * To facilitate cooperative and mutually beneficial developments with private hospitals.   **Operational Excellence**   * Responsible and accountable for the delivery of all financial services within National Services and Schemes in line with nationally defined frameworks, standards, policies and resources. This involves supporting the implementation, ongoing development and full utilisation of IFMS, National Shared Services and National Procurement. * Responsible for all financial reports required by National Director, HSE CFO, Department of Health and other stakeholders. This includes input as required to the HSE Annual Financial Statements. * Implement all existing and new accounting policies and procedures as designated by the National Finance function. * Promote and ensure full compliance with all Finance policies, Finance Regulation, procedures, and governance policies. * Oversee the identification, assessment, and management of financial risks within National Services and Schemes. * Maintain a standardised system of internal financial controls to ensure budgetary control, management, and accountability within National Services and Schemes. * Manage the available working capital in an efficient and effective manner. * Oversee and provide assurance regarding all aspects of procurement.   **Critical Analysis and Decision Making**   * Develop and implement early warning and corrective action planning systems with respect to deviations from planned financial performance. * Appraise the National Director in a timely and continuous manner with respect to performance against planned positions. * Ensure and monitor that all corporate policies, procedures, standards etc. are implemented within National Services and Schemes * Analyse and review financial information and reports and provide constructive commentary thereon.   **Other**   * 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. * Adequately identify, assess, manage and monitor risk within the area of responsibility. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * 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:**   * Hold a professional accountancy qualification and be a member of a recognised or prescribed accountancy body such as ACCA, CPA, ACMA, CIMA, ACA or an equivalent accountancy body in another jurisdiction for a minimum of 10 years * Significant experience in a senior management role in finance in a large complex environment to include a minimum of 5 years, at senior leadership level, in financial management and planning in a healthcare setting with multiple stakeholders * A significant track record of achievement in a performance driven organisation. * Significant experience of working collaboratively and cross functionally within a complex working environment with multiple internal and external stakeholders, as relevant to the 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** | * Flexibility in relation to working hours to fulfil the requirements of the role. * Access to appropriate transport to fulfil the requirements of the role |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Up to-date knowledge of the relevant professional accountancy standards that apply in Ireland to include an in-depth knowledge of Financial Reporting Standards, Financial Regulations and relevant GAAP * In depth knowledge of the public sector estimates process and the business planning process. * A deep understanding of the financial and operational challenges faced within running a highly complex and pressured working environment. * Expertise in reporting, analysis and evaluation of data. * Working knowledge of what constitutes good financial control/systems which contribute to key business decisions. * Knowledge of relevant legislation e.g. Health Act, Finance Acts etc. * A working knowledge of relevant IT systems   **Leadership and Direction**   * Remains fully informed in a dynamic and challenging environment, while at the same time having a clear view of what changes are required in order to achieve immediate and long term corporate objectives. * Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward. * Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence, even under increasingly complex and demanding conditions.   **Managing and Delivering Results** - **Operational Excellence**   * Places strong emphasis on achieving high standards of excellence. * Ability to develop / implement strategic action plans and programmes. * Commits a high degree of energy to well directed activities and looks for and seizes opportunities that are beneficial to achieving organisation goals. * Perseveres and sees tasks through. * Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion. * Adequately identifies, manages and reports on risk within area of responsibility.   **Working with and through others - Influencing to achieve**   * Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment * Is persuasive and effectively sells the vision; commands attention and inspires confidence * Sets high standards for the team and puts their work and the work of the organisation into meaningful context * Has excellent influencing and negotiation skills   **Critical Analysis and Decision Making**   * Has the ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems * Recognises when to involve other parties at the appropriate time and level * Is willing to take calculated risks in the interests of furthering the reform agenda * Makes timely decisions and stands by those decisions as required   **Building and Maintaining Relationships /Communication**   * Possesses highly effective interpersonal and communication skills to establish and develop trust based, high-stake partnerships and relationships with a range of external partners and stakeholders * Is capable of promoting organisational cohesion and the pursuit of excellence through first-class relationship management practices throughout all levels of the service * Has a strong results focus and ability to achieve results through collaborative working * Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally * Has the ability to support the development of an effective team   **Personal Commitment and Motivation**   * Is personally committed and motivated for the complex role of Assistant National Director * Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role * Demonstrates a commitment to further education and learning * Demonstrate a patient/service user centred approach to provision of health and personal social services. |
| **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 progressing 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.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **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 to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| 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. | |



**Assistant National Director, Finance**

**Terms and Conditions of Employment**

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| **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: (as at 01/03/2025)  €119,983 - €125,053 - €130,216 - €135,478 - €140,830 - €146,287  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 weekly working hours of attendance for your grade are 35 hours per week. Your normal weekly working hours are 35 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.  You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **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-2), 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-3). * 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-2)
2. [↑](#footnote-ref-3)