

**Financial Analyst (Grade VII)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Financial Analyst Grade VII  (Grade Code 0582) |
| **Campaign Reference** | NRS14859 |
| **Closing Date** | **12:00 Noon Wednesday 02nd July 2025** |
| **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 and whole-time vacancy available in the offices of Planning and Performance located at National Finance Division, HSE, Model Business Park, Model Farm Road, Cork  A panel may be formed as a result of this campaign for **Grade VII - Financial Analyst, Planning and Performance within the National Finance Division Cork** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Name: Alan Ryan, General Manager, Planning & Performance  Email: [alan.ryan@hse.ie](mailto:alan.ryan@hse.ie) |
| **Details of Service** | The Finance Directorate holds fiduciary responsibility for the Executive and provides a wide range of professional financial services.  The Finance Directorate’s aim is to provide financial expertise and quality information to the Leadership, Management, Government Departments and agencies, citizens, and taxpayers in conformity with generally accepted accounting principle and statutory and legal requirements and policies.  The responsibilities of the ACFO Planning & Performance unit include:   * + Ensuring the HSE has in place a robust Financial Planning and Financial Performance Management & Assurance which limits possible overruns.   + Ensuring National Divisional Managers and Service Managers at All Levels have access to the necessary financial management information & support to assist them in achieving their fiduciary responsibilities   + Facilitating and supporting national budget allocation |
| **Reporting Relationship** | The post holder will report directly to a General Manager or other designated nominated Manager. |
| **Key Working Relationships** | The post holder will work with colleagues across the National Finance Division whilst also engaging with a variety of stakeholders, both internal and external as part of their duties and responsibilities. |
| **Purpose of the Post** | To validate and provide Financial Reporting and Management information by assembling and summarising data, preparing reports, and making presentations of findings and recommendation on a timely basis to a consistently high standard & in the required format. |
| **Principal Duties and Responsibilities** | The position of Grade VII - Financial Analyst encompasses both managerial and administrative responsibilities which include the following:  **Administration**   * Assisting in the Annual Estimates and Budgeting Processes; * Assisting in the preparation of timely and accurate management reports * Assisting in the preparation of rolling forecasts * Contribute to the monthly National Management Accounting / Performance Reporting process * Collecting, analysing, comparing and interpreting data and providing trends * Prepare clear, concise, accurate reports backed up by sufficient reliable documentary evidence * Prepare clear, logical, sufficiently documented files for each assignment * Providing divisional variance analysis of financial performance against budget and preparation of commentary on variances; * Work closely with various National Services and have the ability to present detailed financial information to a non-finance audience; * Enhancing reporting processes by developing new automated reports; * Participating in the design and continuous improvement of monthly reporting; * Preparing and presenting comprehensive reports on findings; * Providing interpretations about performance; * Planning and decision making on financial analysis; * Resolving any issues that affect data integrity and its delivery; * Co-ordinating information requirements; * Working on ad hoc projects as they arise; * Supervision of staff as appropriate; * Ensure deadlines are met and that service levels are maintained * Provide information to Management in a timely manner * Maintain relationships with key stakeholders to gather support for new initiatives * Ensure regular two-way communication happens between line management and senior management * Organise and attend meetings as required * Take minutes at meetings and prepare for circulation following meeting * Ensure the efficient administration of area of responsibility * Other duties as may be determined; * Contribute to team effort and assist co-workers as needed to balance workloads   **Human Resources / Supervision of Staff**   * Supervise and enable other team members to carry out their responsibilities * Review the conduct and completion of assignments of other staff in accordance with the operational plan and expected quality standards * Create and maintain a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships * Manage the performance of staff, dealing with underperformance in a timely and constructive manner * Identify and agree training and development needs of team and design plan to meet needs * Conduct regular staff meetings to keep staff informed and to hear views * Keep in touch with workloads of staff members to gauge levels of stress and morale in the team   **Customer Service**   * Promote and maintain a customer focused environment by ensuring service users are treated with dignity and respect. * Seek feedback from service users / customers to evaluate service and implement change.   **Service Delivery and Service Improvement**   * Promote and participate in the implementation and management of change. * Proactively identify inequities / inefficiencies in service administration and implement solutions to improve service delivery, in line with legislation and benchmarking against best practice structures. * Maintain a good understanding of internal and external factors that can affect service delivery including awareness of local and national issues that impact on own area of work. * Embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring team knows how to action changes. * Encourage and support staff through change processes.   **Standards, Regulations, Policies, Procedures & Legislation**   * Contribute to the development of policies and procedures for own area * Effectively discharge the day to day operations, including compliance with HSE Financial regulations and all HSE policies and procedures * Assess and analyse compliance with National and EU legislative obligations, and national policies and procedures * Ensure accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility * Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met by own team * Maintain own knowledge of relevant regulations and legislation e.g. HSE Financial Regulations, Health & Safety legislation, Employment legislation, FOI Acts etc. * Pursue continuous professional development in order to develop management expertise and professional knowledge * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards and other 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 identifies, assesses, manages and monitors risk within their area of responsibility.   **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** | **This campaign is confined to staff who are currently employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 as per Workplace Relations Commission agreement -161867**   1. **Eligible applicants will be those who on the closing date for the competition:** 2. Have satisfactory experience in an office under the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 at a level not lower than that of Grade IV (or equivalent)   **And**   1. Have not less than two years’ satisfactory experience either in that office or in an office at a level not lower than that of Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004   **And**   1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge 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.  \* View the list of [other statutory health agencies](https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/) |
| **Post Specific Requirements** | * Significant experience of working in a busy finance role managing multiple competing priorities and deadlines * Experience in the preparation of budgets and of financial forecasting * Significant experience of preparing, reporting, analysing and manipulating financial data and producing summary reports, tables and presentations, including using MS Excel, Word and Powerpoint * Experience of managing a team |
| **Other requirements specific to the post** | * A flexible approach to working hours is required in order to ensure deadlines are met. * Post may involve occasional travel to other HSE locations. |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  Demonstrates:   * Ability to perform complex variance analysis and commentary * Knowledge / experience in annual Budgeting * Knowledge / experience in accurate Forecasting * Excellent IT skills, particularly the use of MS Word, Excel, PowerPoint and email * Highly proficient in MS Excel with high level working knowledge of financial spreadsheets and financial database to enable analysis, interpretation of data and data extraction from multiple data sources * Ability to produce comprehensive structured written reports * High standards of accuracy and precision with excellent organisational skills. * Knowledge and experience of dealing with complex data in a large organisation and working independently * Advanced numerical abilities and expertise in applying various analysis tools and techniques * A working knowledge of relevant IT systems. * Knowledge and experience of using an email system effectively e.g. Outlook, Lotus Notes * A knowledge of resource management and the importance of value for money * Knowledge of the health service including a good knowledge of HSE reform * Ability to communicate complex financial information in a concise, non- technical manner   **Communications & Interpersonal Skills**  Demonstrates:   * Effective verbal communication skills, delivering complex information clearly, concisely and confidently * Excellent written communication skills including strong report writing and presentation skills * Excellent communication and interpersonal skills in order to deal effectively with a wide range of stakeholders.   **Planning & Organising and Delivery of Results**  Demonstrates:   * The ability to successfully manage a range of different projects and work activities concurrently, utilising computer technology effectively and assigning work to others as appropriate to meet strict deadlines * The ability to proactively identify areas for improvement and to develop practical solutions for their implementation * The ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes * The ability to use resources effectively, challenging processes to improve efficiencies where appropriate   **Evaluating Information, Problem Solving & Decision Making**  Demonstrates:   * Excellent analytical, problem solving and decision making skills * 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   **Building and Maintaining Relationships including Teamwork & Leadership Skills**  Demonstrates:   * The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working * The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment * The ability to lead the team by example, coaching and supporting individuals as required. * Flexibility, adaptability and openness to working effectively in a changing environment   **Commitment to a Quality Service**  Demonstrates:   * Evidence of incorporating the needs of the service user into service delivery * 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 |
| **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. | |



**Financial Analyst (Grade VII)**

**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)  €59,419, €60,870, €62,566, €64,268, €65,976, €67,501, €69,054, €70,566, €72,067, **€74,650, €77,243 LSIs**  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.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/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. |