

**General Manager - Finance**

**Enhanced Community Care (ECC) Programme & Primary Care Contracts**

**National Services & Schemes**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | General Manager - Finance  (Grade Code 0041) |
| **Campaign Reference** | NRS14865 |
| **Closing Date** | *12:00PM on Thursday, 17th 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 whole-time vacancy available based in the Office of the Assistant National Director (AND), Enhanced Community Care & Primary Care Contracts, Model Farm Road, Cork.  The AND will engage with the successful candidate as regards the expected level of on-site attendance at above base, in the context of the requirements of this national role and the HSE’s Blended Working Policy.  A panel may be formed as a result of this campaign for **General Manager, National Contracts Office, Enhanced Community Care Programme & Primary Care Contracts,** from which current and future permanent and specified purpose vacancies of full or part time duration for services within the area of the Assistant National Director (AND) ECC & Primary Care Contracts, National Services & Schemes may be filled**.** |
| **Informal Enquiries** | Ms. Geraldine Crowley, AND, Enhanced Community Care & Primary Care Contracts. [Geraldine.crowley@hse.ie](mailto:Geraldine.crowley@hse.ie)  Tel: 087 2351512 |
| **Details of Service** | 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 2025 of €26.9 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 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.  **Enhanced Community Care (ECC) & Primary Care Contracts:**  ECC & Primary Care Contracts sits within National Services and Schemes and is responsible for (but not limited to):   * National Contracts Office * Enhanced Community Care (ECC) Programme including Chronic Disease Management Programme in General Practice * Vaccinations Primary Care Contractors (VPCC) * GP Access to Community Diagnostics * National Hepatitis C Treatment Programme |
| **Reporting Relationship** | The post holder will report directly to the Assistant National Director, Enhanced Community Care & Primary Care Contracts (AND ECC & PCC) or nominated supervisor.  The post holder will have a strong dotted line reporting relationship to the AND Finance, National Services and Schemes |
| **Key Working Relationships** | The post holder will work collaboratively with other members of the ECC & PCC’s team, the wider National Services and Schemes (NSS) team and the wider health service |
| **Purpose of the Post** | To support and lead on in respect ECC & PCC’s   * Management Reporting / Performance Management Function * Programme Projections / Forecasts * Manage budgets, allocations/ financial operational and business functions of the Programme * Development of Strategic Plans and Business Cases. * Provide project management and cost accounting expertise |
| **Principal Duties and Responsibilities** | **Financial Performance Management**  As part of this process the General Manager will:   * Provide independent assurance to the AND ECC PCC and AND Finance, NSS on financial performance against budget * Highlight where deviations occur against the plan, identify the reasons behind and contribute towards the development of remedial action plans leading where appropriate.   **Financial Analysis and Reporting**  The General Manager- will:   * Review and assess the inputs across services and teams and provide consolidated financial commentary and variance analysis on performance to the AND ECC & PCCC and AND Finance NSS; * Co-ordinate Divisional financial information and reporting requirements and link with the necessary representatives from the National Finance Division – e.g. Commissioning, Cost Accounting & Funding (providing information on variations on Pay, Non Pay, Income)   **Management Accountant Responsibilities:**  The General Manager- Finance will play a key role:   * Gathering and interpreting information and data to evaluate programme effectiveness and progress towards deliverables. * Provide Senior Managers with financial & management analysis to aid decision making for the programme * Analysing key financial & service data, advising senior management on strategic planning. * Developing and implementing effective process / financial policies and procedures, as well as mitigating financial risks. * Preparing Management and Financial reports. * Developing budgets, as well as controlling and forecasting expenditure. * Controlling business operations: Analysing the programmes financial position and provide insight into business performance. * Preparing monthly management accounts and budgets and forecasts * Provide cost analysis and advice on cost reduction projects, variance analysis, tender preparation and review, strategic planning, long and medium term planning and investor appraisal.   **Budgeting and Financial Planning**.  The General Manager will play a key role in supporting the Estimates, National Service Plan, Budgeting and year-end management processes by:   * Work with the team to reviewing the funding received against bids submitted as part of the Estimates process; * Developing improved capacity and capability within the services to address the requirements arising * Work with the team to develop estimates bids and business cases submitted for new service developments/initiatives; * Evaluating/assessing the estimated costs of maintaining existing levels of service (ELS); * Contributing to the development of the National Service Plan, particularly as it relates to the services within their Division; * Supporting the regular financial projections/forecasting processes within the Finance Division and the Service Division with particular emphasis on year-end management; * Providing guidance and (where required) challenge on budgeting and financial planning approach and the financial decisions linked to agreed figures/targets; * Leading/supporting financial modelling/costing work within the Division.   **Controls and Compliance**  The General Manager will contribute towards the control and compliance environment within their Division by:   * Supporting colleagues in ensuring that relevant, up to date guidance and information is in place and communicated effectively; * Regularly attending CPD courses to ensure up to date knowledge of current practices, policies and procedures * Adequately identifies, assesses, manages and monitors risk within their area of responsibility.   **Decision Support**  The General Manager- Finance will have a key role in supporting decision-making around the allocation of resources, the commissioning of services and the development of capability and capacity within the system. He/she will provide:   * Financial leadership, support and (where appropriate) respectful challenge * Practical financial advice * Assessments/ appraisals on the financial implications (including risks) of key service issues/projects   **People Management**  In line with HR policy and processes the General Manager- Finance will be required to support the development and engagement of staff within their team, area and across the HSE Finance community. The post holder will:   * Manage team in the delivery of relevant service division, plans and objectives; * Chair or facilitate regular team meetings to ensure all staff are aware of key wider Finance initiatives and requirements; * Provide leadership and support on key training and communication initiatives * Have performance discussions with direct line staff (where required) and ensure that everyone with a direct reporting line has a learning and development plan.   **Other**   * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate. * 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 etcand 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. * Act as spokesperson for the Organisation as required. * Demonstrate pro-active commitment to all communications with internal and external stakeholders.   The post-holder should also be aware that the role may evolve as necessary in response to the on-going health reform process, as determined by the new programme for government, in terms of the continued development of Health Regions and the changes to HSE via what is currently described as the ‘Centre Programme’.  **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 CIMA or an equivalent accountancy body in another jurisdiction. * Extensive experience at a senior level in a Finance role within a civil or public service environment or comparable and relevant business environment of equivalent complexity. * Experience of leading and managing a team. * Significant experience in a large multi-stakeholder environment  to include a proven track record of influencing senior stakeholders ensuring appropriate governance structures are in place to ensure  financial consequences are managed appropriately. * Experience of finance and budgeting systems in a large complex organisation. * Experience using Business Management and accounting Software. * 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 Financial Reporting Standards, Financial Regulations * 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; * Knowledge and experience of financial management including ensuring value for money. * 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 (SAP, Rosetta and day to day financial transactions). * High proficiency in using spreadsheets and/or databases to deliver solutions to finance/business challenges * 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.   **Managing and Delivering Results (Operational Excellence)**  ***Demonstrates:***   * A proven 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. * Strong evidence of effective planning and organising skills including awareness of resource management and importance of value for money * A capacity to negotiate and then ensure delivery on stretched objectives. * The ability to take personal responsibility to initiate activities and drive objectives through to a conclusion * Strong focus on achieving high standards of excellence and measurement of performance * The ability to manage deadlines and effectively handle multiple tasks * The ability to adequately identify, assess, manage and monitor risks within area of responsibility * 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.   **Leadership & Direction**  Demonstrates:   * A capacity for management responsibility and initiative * A track record as an effective leader who has led, organised and motivated staff in times of rapid change in a challenging environment * 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 and adaptability * The ability to work on own initiative while also being a Team Leader * A capacity to operate successfully in a challenging environment * The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment. * An ability to work as part of the team in establishing a shared sense of purpose and unity across a number of teams delivering on different projects. * Leadership; creating team spirit; leading by example, coaching, and supporting individuals to facilitate high performance and staff development. * A commitment to promoting a culture of involvement and consultation within the team, welcoming contributions from others. * Flexibility, adaptability, and openness to working effectively in a changing environment. * The ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders, working collaboratively within a multi stakeholder environment. * Commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood.   **Working with and Through Others (Influencing to Achieve)**  ***Demonstrates:***   * The ability to work independently as well as work with a wider multidisciplinary team in a complex and changing environment * The ability to set team targets and to use influencing and negotiating skills to achieve high standards of service * The ability to work collaboratively, constructively and in an inclusive manner with all key stakeholders * The ability to listen to contrary views and consider all insights and contributions in the management of service delivery * The ability to work collaboratively, constructively and in an inclusive manner with all key stakeholders   **Critical Analysis, Problem Solving & Decision Making**  ***Demonstrates:***   * The ability to rapidly assimilate and analyse complex information; considering the impact of decisions before taking action; and anticipating challenges * The ability to consider the range of options available, involve other parties at the appropriate time and level to make balanced and timely decisions * Effective problem-solving capacity in complex work environments   **Communication & Interpersonal**  Demonstrates:   * Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups * The ability to present information clearly, concisely and confidently in speaking and in writing * A track record of building and maintaining key internal and external relationships in achieving organisational goals * An ability to influence and negotiate effectively in furthering the objectives of the role   **Personal Effectiveness**  Demonstrates:   * The ability to deal with challenging / difficult situations in a constructive fashion * A willingness to learn from experience and to identify opportunities to further grow and develop * Strong capability to manage competing demands without a diminution in performance * The ability to use resources effectively, challenging processes to improve efficiencies where appropriate. * Evidence of being driven by a value system compatible with the aims and ethos of the HSE. * A core belief in and passion for the sustainable delivery of high-quality service user focussed services. * Evidence of ability to empathise with and treat service users patients, relatives and colleagues with dignity and respect. |
| **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.  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 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.  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. | |



**General Manager – Finance**

**Enhanced Community Care Programme & Primary Care Contracts**

**National Services & Schemes**

**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):  €84,898, €87,042, €90,438, €93,859, €97,253, €100,656, €105,604  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-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://www2.healthservice.hse.ie/organisation/national-pppgs/writing-your-site-or-service-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)