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**Finance Analyst (Grade VII)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Finance Analyst (Grade VII)  (Grade Code 0582) |
| **Campaign Reference** | NRS14866 |
| **Closing Date** | Monday 01st September 2025 at 12:00 noon |
| **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 1 permanent whole-time vacancy available in   * **Financial Accounting, NAS Headquarters Tullamore - Central Business Park, Tullamore, Co. Offaly**   There are currently 2 permanent whole-time vacancies available in   * **Management Accounting, NAS Finance Office, Cork**   The Line Manager is open to engagement as regards the expected level of on-site attendance at the above locations in the context of the requirements of this role and the HSE’s Blended Working Policy.  The successful candidates will be required as part of this role to travel and attend meetings at national level in key NAS offices around the country.  Two separate panels may be formed as a result of this campaign for **Finance Analyst (Grade VII), National Ambulance Service, one for NAS Headquarters Tullamore, Central Business Park, Tullamore, Co. Offaly & one for NAS Finance Office, Cork.** These panels will be used to fill current and future, permanent and specified purpose vacancies of full or part-time duration. |
| **Informal Enquiries** | Edwina Frawley, General Manager – Management Accounting  **Email:** [edwina.frawley@hse.ie](mailto:edwina.frawley@hse.ie)  **Mobile:** 087 3445718  Ian Murray, General Manager – Financial Accounting  **Email:** [ian.murray@hse.ie](mailto:ian.murray@hse.ie)  **Mobile:** 086 7872461 |
| **Details of Service** | The National Ambulance Service (NAS) is the statutory Pre-Hospital urgent, emergency and critical care and retrieval provider for the State.  The NAS mission is to serve the needs of patients and the public as part of an integrated health system, through the provision of high quality, safe and patient centred services. This care begins immediately at the time that the emergency call is received, continues through to the safe treatment, transportation and handover of the patient to the clinical team at the receiving hospital or emergency department.  Serving a population of over 5 million people, the NAS responds to over 400,000 ambulance calls each year, employs over 2400 staff across 118 locations and has a fleet of more than 620 vehicles. In conjunction with its partners the NAS transports approximately 33,000 patients via an Intermediate Care Service, co-ordinates and dispatches more than 800 Aero Medical / Air Ambulance calls, completes 600 paediatric and neonatal transfers and supports Community First Responder Schemes.  In 2025, the National Ambulance Service will continue implementation of a strategic plan, NAS Strategy 2025 to 2034, which is focused on ensuring the delivery of patient centred care. It brings together recommendations from a wide series of reviews into a single plan.  A critical element to the implementation of this plan is the transferring of models of care that will see the service utilise other alternative services for our patients, other than the emergency department. |
| **Reporting Relationship** | The Grade VII Finance Analyst will report to the General Manager Management Accounting and/or the General Manager Financial Accounting. |
| **Key Working Relationships** | As part of the Finance Team, the post holder will work collaboratively with the following:   * NAS Finance * NAS HR / Payroll * HSE Procurement * HSE Capital & Estates * HSE Internal Audit * External Service Providers * Suppliers and Vendors * Health and Safety Representatives * National Ambulance Colleges * NAS Senior Managers (including Senior Tactical Managers) * NAS Managers (including NAS Shift Managers) * NAS Staff * Dublin Fire Brigade |
| **Purpose of the Post** | To play a key analytical role for NAS in co-ordinating efforts to assess, establish, monitor and continuously improve the system of internal financial controls within the NAS.  Support the Accounting teams in delivering expert financial advice to colleagues enabling them to make sound financial decisions including the allocation of resources to, and the financial performance management of, the relevant service delivery organisations. Work as part of a team in managing the Annual Estimates, National Service Plan and Annual Budgeting Cycle; by providing insightful, independent analysis on the performance of the Community Divisions and by fostering compliance with financial processes, procedures and controls.  Provide analysis and interpretation in consolidating financial results for reporting.  To supplement existing financial management capacity within NAS specifically with respect to the deployment of IFMS, pay management and the introduction of Costing. |
| **Principal Duties and Responsibilities** | **Supporting the Finance Manager by;**   * Providing financial reporting and analysis to Directorate senior management teams including analysis of monthly performance. * Developing benchmarking and resource allocation models. * Engage on behalf of NAS with Service colleagues on all matters of financial performance. * Support the development of the financial reporting framework in the continued implementation of the Pay & Numbers strategy. * Engage effectively with service leads to ensure adequacy of expenditure control and cost containment. * Utilise technology to enable automation of existing processes to ensure work is completed efficiently and highest standards possible. * Communicate effectively with all internal/external stakeholders. * Deliver effectively against any other requirements under controls/compliance as required from time to time by the NAS Finance Team. * Promote and ensure compliance with National Financial Regulations, HR policies and procedures, GDPR regulations and Health & Safety regulations. * Play a key role in supporting improvements in financial data management, including integrity of ERP system data, local databases and other data interfaces and dealing with system issues as they arise. * Support the rollout of key system reform processes, including Integrated Financial Management System (IFMS), Consolidate Finance Intelligence (CFI), Stabilisation and Finance Reform. Provide support to staff through the change process to ensure a smooth transition with regards to systems, processes, data and new ways of working. * Collecting, analysing, comparing and interpreting data and providing trends and forecasts. * Providing divisional variance analysis of financial performance against budget and preparation of commentary on variances. * Developing business analytics and benchmarking models. * Enhancing reporting processes by developing new automated reports. * Co-ordinating information requirements. * Resolving any issues that affect data integrity and its delivery. * Planning and decision making on financial analysis. * Providing interpretations about performance. * Preparing and presenting comprehensive reports on findings. * Evaluation of service business proposals. * Assisting in the Annual Estimates and Budgeting Processes. * Participating in the design and continuous improvement of monthly reporting.   **Financial Accounting**   * Support the assessment and improvement of controls within NAS, including being part of local efforts aligned to the implementation of the HSE Controls Improvement Programme 2021 – 2023. * Assist with the internal & external audit liaison and follow up on the implementation of recommendations, including as part of local performance management and performance achievement efforts. * Support NAS efforts to input improvements to the current HSE National Financial Regulations and the implementation thereafter, including supporting communication and training efforts. * Ensure that systemic recommendations arising from Internal Audits, C& AG audits, Controls Assurance Review Process and other non-clinical audits are applied to relevant work processes across all NAS work locations where necessary. * Prepare relevant reports to National and Regional HSE Internal Audit on audit tracking and implementation status of recommendations. * Provide a central point of contact for NAS Staff and management on compliance and audit matters. * Ensure compliance with the HSE Code of Governance and Controls Assurance Framework across all NAS locations. * Oversee compliance with the findings and recommendations of the annual Controls Assurance Review Process across the group. * Assist with annual tax reviews. * To support the deployment/change effort relating to IFMS by being a core full time member of the NAS IFMS local implementation team for c.10-12 months duration of local deployment.   **Human Resources**   * Create and promote a positive working environment among staff members, which contributes to maintaining and enhancing effective working relationships with other teams and disciplines * Solve problems and ensure decisions are in line with local and national agreements * Identify and agree training and development needs of team and design plan to meet needs * Pursue and promote continuous professional development in order to develop leadership and management expertise and professional knowledge * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **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.   **Standards, Regulations, Policies, Procedures & Legislation**   * Contribute to the development of policies and procedures and ensure consistent adherence to procedures and current standards within area of responsibility. * Effectively discharge the day to day operations, including compliance with HSE Financial regulations and all HSE policies and procedures. * 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, GDPR * 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 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. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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 him / her 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 working in a busy finance role to included, reporting, analysing and manipulating financial data and producing summary reports, tables and presentations. * Experience in assisting with forecasting, budgeting systems, preparation of monthly management accounts and variance analysis * Significant experience in working collaboratively with multiple internal and external stakeholders as relevant to the role. |
| **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**   * Ability to perform complex variance analysis and commentary * Knowledge / experience in annual Budgeting * Knowledge / experience in accurate Forecasting * Highly proficient in MS Excel with high level working knowledge of financial spreadsheets and financial databases * High standards of accuracy and precision * A knowledge of resource management and the importance of value for money * 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 Knowledge of the health service including a good knowledge of HSE reform * Demonstrate the ability to work in line with relevant policies and procedures * Demonstrate commitment to developing own professional knowledge and expertise   **Planning and Managing Resources**   * Demonstrate the ability to effectively plan and manage resources, effectively handle multiple projects concurrently, structuring and organising own workload and that of others effectively * Demonstrate responsibility and accountability for the timely delivery of agreed objectives * Challenges processes to improve efficiencies where appropriate, is committed to attaining value for money   **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 and an awareness and appreciation of the service user * Ensure attention to detail and a consistent adherence to procedures and standards within area of responsibility * Embraces and promotes the change agenda, supporting others through change * Demonstrate flexibility and initiative during challenging times and an ability to persevere despite setbacks   **Evaluating Information, Problem Solving & Decision Making**   * Demonstrate numeracy skills, an ability to analyse and evaluate information, considering a range of critical and complex factors in making effective decisions. * Recognises when it is appropriate to refer decisions to a higher level of management * Demonstrate initiative in the resolution of complex issues / problem solving and proactively develop new proposals and recommend solutions * Ability to confidently explain the rationale behind decisions when faced with opposition   **Team Working**   * The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment * Demonstrate 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 * Demonstrate leadership, creating team spirit, leading by example, coaching and supporting individuals to facilitate high performance and staff development * Demonstrate a commitment to promoting a culture of involvement and consultation within the team, welcoming contributions from others   **Communications & Interpersonal Skills**   * Demonstrates excellent communication and interpersonal skills including the ability to present complex information in a clear, concise and confident manner (written & verbal). Strong presentation skills * Demonstrate 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   Demonstrate commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood |
| **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 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. | |

 **Finance Analyst (Grade VII)**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancies available are **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 (as at 01/08/25) is:  €60,013 - €61,479 - €63,192 - €64,911 - €66,636 - €68,176 - €69,745, €71,272 - €72,788, **€75,397 - €78,015 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.  All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.  Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.  You should check if you are a [Mandated Person](hhttps://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/) 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. |

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)