



**Coimisiún na hÉireann um Chearta
an Duine agus Comhionannas**
Irish Human Rights and Equality Commission

Candidate Information Booklet

The Irish Human Rights and Equality Commission intends to hold a competition for the purpose of recommending a person for appointment to the position of:

Finance Officer

Grade: Higher Executive Officer

Contract Type: Specified Purpose (Maternity Leave Cover)

Closing date: 12:00pm on 10 January 2018

The Irish Human Rights and Equality Commission will run this campaign in compliance with the Codes of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA) and are available on www.cpsa.ie

Irish Human Rights and Equality Commission
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Title of Position: Finance Officer
Contract Type: Specified Purpose (Maternity Leave Cover)
Grade: Higher Executive Officer
Employing Authority: Irish Human Rights and Equality Commission
Location: Dublin 7

Background:

The Irish Human Rights and Equality Commission is Ireland's national human rights and equality institution, established in November 2014 under the Irish Human Rights and Equality Commission Act 2014. The IHREC Act 2014 incorporates the statutory functions of the former Irish Human Rights Commission and the former Equality Authority and further enhances the powers of the Commission with the inclusion of new statutory powers for the protection and promotion of human rights and equality.

The Commission operates entirely independently of the Government, and is made up of 15 members who are appointed by the President, following a resolution by both Houses of the Oireachtas. As an independent public body with a mandate to protect and promote human rights and equality in the State, the Commission aims to build a culture of respect for human rights, equality and intercultural understanding across Irish society.

The Commission is funded through a Vote of the Oireachtas and the Director of the Commission is the Accounting Officer for its Vote. As a public body, the Commission is subject to the standard provisions that apply to civil service offices and other bodies in relation to staff numbers and remuneration and corporate governance. The Commission is subject to the *Corporate Governance Standard for the Civil Service* and the *Code of Practice for the Governance of State Bodies*.

In 2018, the Commission will be supported by a staff of 64, under a four-team structure comprising: Legal; Policy & Research; Strategic Engagement; and Corporate Services. The Commission now seeks a suitably qualified individual to join its Corporate Services team in the role of Finance Officer on a specified purpose basis to cover a period of maternity leave.

Role Summary:

The role of Finance Officer is a key managerial position in the Corporate Services team with responsibility for financial management, analysis and reporting. In addition, s/he will support the development of systems of internal financial control, ensure proper procurement practices and procedures are maintained and that value for money is achieved throughout the organisation. S/he will also have a responsibility for supervising, training and mentoring staff in the Corporate Services team. This position will report directly to the Head of Corporate Services.

The Finance Officer will have responsibility for the following:

- Review and approve all internal financial reports, departmental reports, control accounts, and reconciliations;

- Preparation of annual Appropriation Accounts for submission to the Houses of Oireachtas;
- Maintenance of proper books of account for core, programme and project based activities;
- Overseeing month end closing on accounting data;
- Supervising the preparation of monthly management accounts and divisional analysis on expenditure;
- Overseeing the preparation of the accounts file for the audit of the Comptroller and Auditor General and acting as executive contact point for internal audit work programmes;
- Report on and manage budgets, variances, spending and cash flow;
- Responsible for all responses to PQ and other appropriate requests for financial information;
- Provide direction and operational oversight of relevant management information systems and reporting;
- Act as IHREC's representative under the Civil Service Finance Transformation Programme, and be the key liaison person in relation to the upcoming migration to the Financial Management Shared Service Project;
- Develop financial policies and procedures and systems of internal financial control and promotes and monitors compliance;
- Provide administrative support to relevant committees, e.g. Audit & Risk Committee and Finance Committee;
- Ensure compliance with all statutory requirements of a financial nature;
- Supervise the work of finance staff and the accounts payable function;
- Manage and oversee all procurement and tendering activities;
- Provide support and direction to colleagues as required and mentor and supervise the work of staff;
- Work with the wider Corporate Services team to support the delivery of the team's goals;
- Any other duties as may reasonably be required from time to time in connection with this position.

The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of the Commission.

Essential Requirements:

Candidates must, on or before 10 January 2018:

- Hold a qualification at level 8 on the National Framework of Qualifications in a relevant discipline e.g. Business, Management, Finance, Accounting;
- Or**
- Be a qualified or part-qualified accountant ACCA/ACA/APA/CIMA.

In addition, the successful candidate will demonstrate:

- Strong oral and written communication skills, coupled with excellent presentational and interpersonal skills;
- Excellent Project Management and Financial Management skills;
- That they are well organised, motivated and a self-starter;
- Well-developed ICT skills;

- Planning and organisation skills and an ability to work with stakeholders to deliver projects;
- Capability to lead and manage;
- Ability to work as part of a team.

Desirable Requirements:

- Knowledge and experience of public sector financial procedures.
- Knowledge and experience of Vote Accounting.

Special Personal Attributes required for performance on-the-job:

The successful candidate should have:

- the ability to work under pressure to tight deadlines and to take a strategic approach in the delivery of key policy objectives, to foster a positive working relationship with colleagues and external stakeholders and to lead and work in multi-disciplinary teams;
- the confidence to liaise with senior personnel, legal and other professionals and the ability to represent the Commission externally;
- excellent interpersonal and communication skills.

Key competencies for effective performance at Higher Executive Officer level:



Higher Executive Officer Level Competencies

Effective Performance Indicators

Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
	Provides clear information and advice as to what is required of the team
	Strives to develop and implement new ways of working effectively to meet objectives
	Leads the team by example, coaching and supporting individuals as required
	Places high importance on staff development, training and maximising skills & capacity of team.
	Is flexible and willing to adapt, positively contributing to the implementation of change
Analysis & Decision Making	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Makes sound decisions with a well reasoned rationale and stands by these
	Puts forward solutions to address problems
Management & Delivery of Results	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own and others work effectively
	Is logical and pragmatic in approach, delivering the best possible results with the resources available
	Delegates work effectively, providing clear information and evidence as to what is required
	Proactively identifies areas for improvement and develops practical suggestions for their implementation
	Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
	Applies appropriate systems/ processes to enable quality checking of all activities and outputs
Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers	
Interpersonal & Communication Skills	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Acts as an effective link between staff and senior management
	Encourages open and constructive discussions around work issues
	Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
	Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances
	Presents information clearly, concisely and confidently when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
	Focuses on self development, striving to improve performance
Drive & Commitment to Public Service Values	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity

Eligibility to compete and certain restrictions on eligibility:

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Principal Conditions of Service for Finance Officer (Specified Purpose Contract)

General:

The appointment is to an unestablished post in the Civil Service.

Pay:

The *Higher Executive Officer Standard Salary Scale - PPC* will apply to this position:

The salary for this position, with effect from 01 April 2017, is as follows:

€47,081, €48,458, €49,831, €51,204, €52,581, €53,955, €55,329 (NMax), €57,314 (LSI-1), €59,294 (LSI-2).

This rate will also apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 who is **not required** to make a Personal Pension Contribution.

Important Note:

Entry will be at the minimum of the scale and will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Tenure:

The appointment is to an unestablished position in the Civil Service of the State. The appointee will be required to serve a 3 month probationary period.

Outside Employment:

The position will be whole time and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Headquarters:

The headquarters of the Commission is based in 16-22 Green Street, Dublin 7.

Location:

The post will be in Dublin. When absent from home and headquarters on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Hours of Attendance:

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Annual Leave:

The annual leave allowance will be 29 working days a year. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five day week and is exclusive of the usual public holidays.

Sick Leave:

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the Irish Human Rights and Equality Commission. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Superannuation and Retirement:

The terms of the Single Public Service Pension Scheme will apply to this appointment. The minimum age at which pension is payable is set, initially at 66 years (rising in step with State Pension age increases to 67 in 2021 and 68 in 2028). Retirement is compulsory on reaching 70 years of age or on expiration of your contract whichever is the earlier.

The Selection Process

How to Apply:

All candidates should visit www.ihrec.ie/about/opportunities where there is a full list of available positions at the Commission with the corresponding downloadable information booklet and application form for each position. Completed application forms should be submitted to humanresources@ihrec.ie with 'Finance Officer (HEO) – Specified Purpose' in the subject line.

Only applications fully submitted online will be accepted into the campaign.

Closing Date:

Your application must be submitted by 12:00 noon on 10 January 2018. **Applications will not be accepted after the closing date/time.**

Candidates should make themselves available on the date(s) specified by the Commission and should make sure that the contact details specified on their application form are correct.

Selection Process:

The Selection Process may include the following:

- Shortlisting of candidates based on the information contained in their application
- Initial/preliminary interview
- Presentation or other exercises
- A final competitive interview
- Any other tests or exercises that may be deemed appropriate.

Confidentiality:

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strictest confidence.

Security Clearance:

Garda vetting will be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form to the Public Appointments Service (PAS) should they come under consideration for appointment. This form will be forwarded by PAS to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they have resided.

Other Important Information:

The Irish Human Rights and Equality Commission will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result notification, is not to be taken as implying that the Irish Human Rights and Equality Commission is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position, the Commission will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process

Candidates' Rights - Review Procedures in relation to the Selection Process:

The Irish Human Rights and Equality Commission will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments <http://www.cpsa.ie/>.

Candidates' Obligations:

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements

- interfere with or compromise the process in any way

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Specific candidate criteria:

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of character;
- Be suitable in all other relevant respects for appointment to the post concerned;

and if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed;
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn:

Candidates who do not attend for interview or other test when and where required by the Commission, or who do not, when requested, furnish such evidence as the Commission requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection Acts, 1988 and 2003:

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and should you be successful certain information you provide will be forwarded to the employing organisation. Such information held is subject to the rights and obligations set out in the Data Protection Acts 1988 & 2003.