

Information Guide

Grade VII – Administrative Officer - SUSI Finance Administrative Officer (Permanent) Ref: G7SF0242



City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. City of Dublin ETB has 3,000 employees and an annual budget of €580m. It is the state education and training authority for Dublin city and serves the area covered by Dublin City Council. This provision is delivered to over 48,000 learners (20,000 full-time and 28,000 part-time) and is supported by a range of services including a psychological service, a curriculum development unit, a buildings maintenance unit and Head Office staff in Ballsbridge. It also has statutory responsibility for supporting the provision, coordination, administration and assessment of youth work services in Dublin city and is the lead partner for Music Generation Dublin City.

City of Dublin ETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI). Student Universal Support Ireland (SUSI) is a unit of City of Dublin ETB which is designated by the Minister for Further and Higher Education, Research, Innovation and Science as the single Irish national awarding authority for student grants in further and higher education. SUSI is a dynamic workplace with based in Ballsbridge, Dublin 4 and features a challenging balance of day-to-day operations and strategic development projects. SUSI provide staff a gold standard Excellence Through People working environment as certified by the NSAI. The core work of SUSI involves the annual processing of large numbers of online grant applications within short timeframes to determine eligibility under the criteria of the Student Grant Scheme. Approximately 100,000 grant applications are received on an annual basis. SUSI has also broadened its functions in recent years and now provides services relating to the 1916 Bursary, the International Protection Student Scheme, the PLC Bursary for Displaced Persons (Ukraine), the National Tertiary Office Programmes and the All-Ireland Scholarship.

Proposed Timeframe	Shortlisting will take place week commencing: 13 th May 2024 Interviewing to commence week beginning: 20 th May 2024 <i>*All dates are subject to change and are for guidance only</i>
Location of Position	The position will be based in SUSI, Shelbourne Road, Dublin 4.
Salary	€57,103 - €74,236 (including two long service increments)
Annual Leave	29 working days per annum.
Hours of Work	35 hours per week.
Summary of Position	The Finance Administrative Officer is responsible for ensuring that SUSI grant and corporate funding is administered correctly through appropriate systems of control and payment. In addition to this key internal role, the Finance Administrative Officer is also responsible for the provision of supporting corporate services and facilities management within the organisation.
Essential Requirements	<ul style="list-style-type: none"> • Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examinations (higher, ordinary, applied or vocational preparation) or equivalent or have passed an examination at the appropriate level within QQI qualifications framework which can be assessed as being of a comparable standard to Leaving Certificate or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise. • Have the requisite knowledge, skills and competencies to carry out the role. • Have excellent administrative skills and a high level of ICT literacy including a proven ability to apply technology in the workplace. • Be capable and competent of fulfilling the role to a high standard.
Desirable Requirements	<ul style="list-style-type: none"> • A professional accountancy qualification and be a member of a recognised body of accountants or working towards qualification and membership.

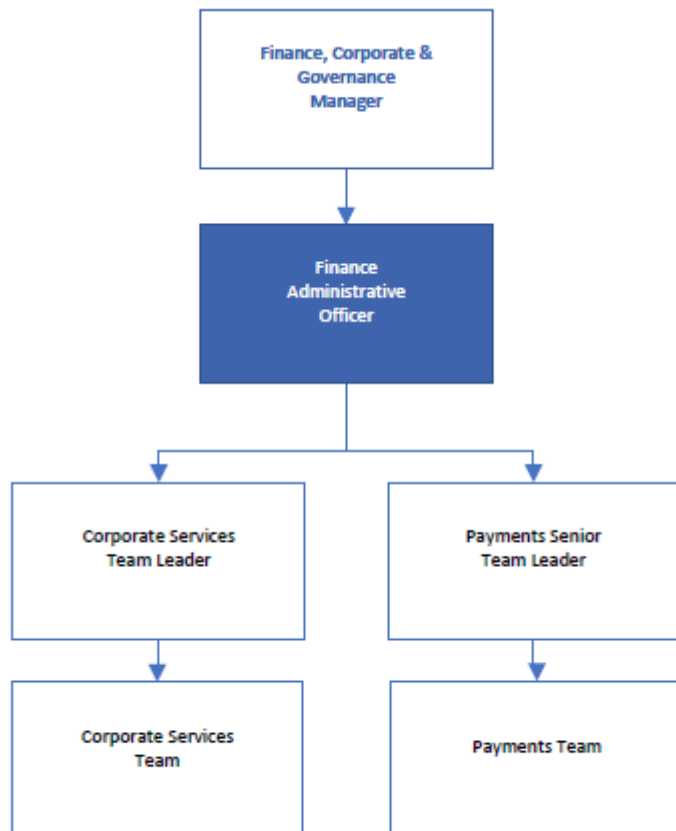
AND/OR

A degree equivalent to level 7 or higher on the National Framework of Qualifications in one of the following disciplines (or in such other relevant discipline as may be considered appropriate in the discretion of City of Dublin ETB):

- business/financial administration,
- accounting,
- audit.
- Demonstrated management experience at a level appropriate to the role in an area of work relating to one or more of the above disciplines and considered by City of Dublin ETB to be both sufficient and relevant to the key responsibilities for the role outlined further above.
- Demonstrated experience in a finance role and specialist subject-matter knowledge, understanding and expertise in two or more of the following areas:
 - grant funding,
 - corporate funding,
 - financial management systems,
 - public service and regulatory reform,
 - audit.
- Ability to prioritise and manage work in a dynamic and pressurised environment.
- Goal oriented in a manner that ensures that work is comprehensively completed.
- Proven record as a team-player with a flexible approach.
- Demonstrated experience of building and maintaining relationships.
- Knowledge of the further and higher education sector in Ireland.
- Written and oral proficiency in the Irish language.
- Effective verbal and written communications in a clear and concise manner.
- Excellent judgement, problem-solving, analytical and decision-making skills.
- Excellent interpersonal and people management skills.
- Excellent work planning and organisation skills.
- Self-motivating, flexible and results focused.

Principal Duties and Responsibilities

Reporting to Finance, Corporate and Governance Manager the Finance Officer is responsible for line management of the Payments and Corporate Services Units (18 staff).



	<p>Key Responsibilities</p> <p>Functions currently assigned to the role are the following:</p> <ul style="list-style-type: none"> • Liaising with the Department of Further & Higher Education, Research, Innovation and Science (DFHERIS) in respect to payment of Student Grants and other DFHERIS payment projects administered by SUSI. • Forecasting payment profiles ensuring that funds are on hand to make payments to students and institutions. • Scheduling controlling, and monitoring the preparation and issue of payments to students and institutions and ensuring that payment performance targets are met. • Ensuring that scheduled payment runs are balanced, correct, and delivered on time. • Providing regular financial and statistical reports on grant payments and overall expenditure. • Ensuring that appropriate controls are in place for the payment of student grants and that payment processes are documented and up to date. • Implementing a structured policy for the recovery of any grant overpayments. • Chairing meetings of the payments technical working group for colleges and institutions and engaging regularly with other non-student stakeholders. • Liaising with DFHERS in respect to the corporate administration of SUSI with responsibility for; <ul style="list-style-type: none"> ○ Corporate expenditure budgeting, funding accounting and reporting. ○ Control of corporate administration and expenditure. • Co-ordinating business strategies and business continuity planning. • Liaising with City of Dublin ETB in respect to the control of corporate expenditure, procurement, purchasing and contract management. • Supervising of facilities staff and communicating with external contractors and vendors. • Ensuring maintenance and health and safety is carried out to appropriate standards. • Maintaining SUSI’s staffing records and ensuring our full-time equivalent staffing allocation is optimised. • Facilitation and cooperation with external and internal audits and reviews of SUSI and liaison with City of Dublin ETB Finance Unit in relation to financial management and administration. • Performing other cross-functional duties as determined by the SUSI management team. • Providing first-line administrative support to the Finance, Corporate and Governance Manager and deputising in their absence.
<p>Competencies</p>	<p><i>Team Leadership</i></p> <ul style="list-style-type: none"> • Works with the team to facilitate high performance, developing clear and realistic objectives and addressing 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 and capacity of team. • Is flexible and willing to adapt, positively contributing to the implementation of change. <p><i>Analysis & Decision Making</i></p> <ul style="list-style-type: none"> • 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 discussion 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 knowledge of FET 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.

Note: Having read the competencies and thought about the demands of the role, for each of the above competencies candidates will be asked, on the application form, to demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date which clearly demonstrates your suitability for this position, within your application form.

Ideally you should include all elements of the STAR competency framework which is outlined as follows:

S ituation	Present a challenging situation you found yourself in.
T ask	What did you need to achieve from the situation?
A ction	What action did you personally take to achieve this?
R esult	What was the result of your action?

<p>Terms and Conditions of Appointment</p>	<ul style="list-style-type: none"> • The appointment will be subject to the sanction of the Chief Executive. • Any offer will be subject to the receipt of two satisfactory references. • The appointment will have a probationary period, details of which will be stipulated in the contract of employment. • Appointment is to City of Dublin ETB as a whole, not to a particular centre. City of Dublin ETB reserves the right to transfer staff as the needs of the organisation dictates. • The person appointed to the post will be required to contribute to the relevant Superannuation Scheme. • For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB. • External work may not be undertaken without the prior consent of City of Dublin ETB.
<p>Sick Leave and Special Leave</p>	<p>Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for Officers employed under the Schemes of Education and Training Boards.</p>
<p>Citizenship Requirements</p>	<p>Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply. Please visit the link below for updates to these requirements: Coming to Work in Ireland - Workplace Relations Commission</p>
<p>Termination</p>	<p>The appointment will be terminated by one month's notice in writing on either side.</p>
<p>Garda Vetting</p>	<p>City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the organisations recruitment and selection process, offers of employment will be subject to NVU disclosures, where applicable.</p> <p>City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</p>
<p>Superannuation & Retirement</p>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie.</p> <p>Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> • Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age). • Retirement Age: Scheme members must retire on reaching the age of 70. • Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are updated each year by reference to CPI). • Post retirement pension increases are linked to CPI.
<p>Pension Abatement</p>	<p>If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be</p>

	<p>subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.</p> <p>However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition)the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.</p>
<p>Department of Education Early Retirement Scheme for Teachers Circular 102/2007</p>	<p>The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).</p>
<p>Exclusions</p>	<p>Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition:</p> <p>Incentivised Scheme for Early Retirement (ISER): It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the 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;</p> <p>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 funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition.</p>
<p>Ill Health Retirement</p>	<p>Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.</p>
<p>Pension Accrual</p>	<p>A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.</p>

Additional Superannuation Contribution	This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.
Referees	Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer.
Declaration	Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement, including schemes not specifically mentioned 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.

Notes:

- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of the City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 noon deadline on the specified closing date.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.
- City of Dublin ETB may contact the named referees and/or employers for a reference should you be called to interview.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.

Completed online applications should be submitted no later than:

12 noon on Friday 10th May 2024

***Late applications will not be accepted. Shortlisting may take place.
Canvassing will disqualify. City of Dublin Education and Training Board is an equal opportunities employer.***