

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL
Comhairle Contae Dhún Laoghaire – Rath An Dúin

EXECUTIVE ACCOUNTANT (OPEN)
(Comp. I.D. 008168)

Dun Laoghaire Rathdown County Council invites applications, on the official form, from suitably qualified Accountants, who wish to be considered for the position of Executive Accountant. A panel will be formed from which permanent and temporary posts will be filled as they arise during the lifetime of the panel.

The role

This is a senior position within the finance team reporting to the Financial/Management Accountant. The role of Executive Accountant is a challenging position for an ambitious, qualified accountant with a wide range of relevant post-qualification experience. It requires an assertive, creative individual who is able to influence decisions and to manage and positively motivate staff.

The successful candidate will be responsible for developing and efficiently operating management reporting systems and processes in support of management planning, decision making and performance management within the department. This will include specific responsibility for the development and co-ordination of revenue/capital budgets, financial management reporting systems, completion of the annual financial statement, treasury management and supporting strategic and operational planning. They will also be responsible for the introduction of new initiatives, policies and procedures and working within multidisciplinary teams.

The successful candidate must demonstrate the following competencies:

- Highly developed oral and written communication skills, including negotiation, report writing and presentation skills:
- A high degree of analytical, conceptual and problem solving skills:
- Highly developed relationship management and interpersonal skills and a capacity to promote co-operation, trust and openness amongst staff and customers;
- Ability to determine priorities and organise workloads in order to produce quality output within tight time-frames;
- Proven ability to work under pressure and think laterally in dealing with a wide range of issues;
- Ability to effectively manage risk, procurement and resources;
- Ability to effectively manage a team of employees, including undertaking performance management processes;
- Extensive experience in leading, developing and implementing financial and resource allocation strategies;
- Knowledge of accounting methods, procedures, processes and contemporary management accounting techniques and principles;
- Excellent working knowledge of integrated Financial Management Systems and Microsoft Software and other relevant software packages.

The holder of the post of Executive Accountant with Dun Laoghaire Rathdown County Council shall be a fully qualified Accountant and be a current member of a recognised body of Accountants.

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QUALIFICATIONS

1. **Character**

Candidates shall be of good character.

2. **Health**

Candidates must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purpose of satisfying the requirement as to health, it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense, a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

3. **Education, Training, Experience, etc:**

Each candidate must:

- Possess a professional accountancy qualification and be a member of a recognised body of accountants **and**
- Have extensive experience within management accounting and/or financial accounting roles
- Be experienced in the management of staff

It is desirable that the ideal candidate should:

- Possess a knowledge of the requirements of Finance Acts as they relate to Local Authorities; **and**
- Possess a knowledge of public sector finance
- Possess a working knowledge of Agresso Financial Management Systems.

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JOB SPECIFICATION

1. A panel will be formed from which permanent and temporary posts will be filled.

2. **SALARY:**

Salary Scale: €48,978 - €50,176 - €51,576 - €52,979 - €54,384 - €55,637 - €56,922
€58,166 - €59,405 - 1st LSI €61,534 - 2nd LSI €63,672

Entry point to this scale will be determined in accordance with Circulars issued by the Department of the Housing, Planning, Community and Local Government.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the office shall pay to the Local Authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of any services, which they are required by or under any enactment to perform.

3. **SUPERANNUATION CONTRIBUTION:**

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a Local Authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a Local Authority will be required in respect of the Spouses and Children's Contributory Pension Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

RETIREMENT:

New Entrants recruited to the Public Service on or after 1 January 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1 January 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Pension age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension age changes).

Compulsory retirement age

Scheme members must retire at the age of 70.

In all other cases, staff recruited on or after 1 January 2013 who were employed in the Public Service on 31 December 2012 or within a period prior to 31 December 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department 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.

4. HOURS OF WORK

All new entrants to the Local Authority sector and any individuals on new appointments or promotion will work 37 hours per week.

5. PROBATION:

When a person is not already a permanent officer of a Local Authority and is appointed to a permanent or temporary office the following provisions shall apply, that is to say

- a) There shall be a period after such appointment takes effect during which such person shall hold office on probation;
- b) Such period shall be one year but the Chief Executive may, at her discretion, extend such period;
- c) Such person shall cease to hold such office at the end of the period of probation unless, during such period, the Chief Executive has certified that the service of such person in such office is satisfactory.

6. DUTIES

The duties shall include:

- Planning, scheduling and preparing the Annual Financial Statement.
- Ensuring that the County Council adheres to currently accepted accounting standards and relevant codes of practice.
- Dissemination of accounting skills to staff involved in financial activities throughout the Council and provide financial advice and assistance to all departments.
- Liaise with internal and external auditors. Provide information to Auditors during the course of Audits as required.
- Planning, scheduling and preparation of statutory Local Authority Budgets.
- Preparation of monthly revenue and capital financial reports, monitoring and review of same, identification of variances and recommendations for corrective actions if required.
- Ensuring that the County Council adheres to requirements of the Finance Acts.
- Dissemination of taxation knowledge and monitor and implement internal controls to ensure tax compliance.

- Monitor and implement/improve internal controls and checks to ensure good financial control, safeguarding of assets etc.
- Ensuring the rapid, timely and accurate preparation of financial and management reports through the use of automated systems.
- Implementing changes in existing financial systems as required.
- Manage and develop the team of staff in the Finance Function to ensure the highest standards of proficiency.
- Communicate effectively with all levels of the organisation and work with a variety of non-finance teams.
- Other duties and responsibilities as may be assigned from time to time.

7. LOCATION & RESIDENCE

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof. Dun Laoghaire-Rathdown County Council reserves the right to assign Employees to any premises in use by the Council, now or in the future subject to reasonable notice.

8. RECRUITMENT:

Pursuant to article 8 of the Local Government (Appointment of Officers) Regulation, 1974, the Minister has given directions as follows:

- i. Selection of candidates for appointment shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority. The County Council **will not** be responsible for any expenses a candidate may incur in attending for interview.
- ii. Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
- iii. The Local Authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointments within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint them.
- iv. Completed applications, on the official form, should be typed and should reach Human Resource, County Hall, Marine Road, Dun Laoghaire, Co. Dublin not later than deadline. Applications received after this date will not be considered.
- v. An applicant who withdraws his/her application at any stage of the competition will not be permitted to re-enter the competition at a later stage. Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of postage from the appropriate postal authority.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on DLRCC to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists

mainly of a person having access to, or contact with children or vulnerable persons will be subject of Garda Vetting'.

- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- DLRCC does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the Council, or who does not, when requested, furnish such evidence as Dun Laoghaire Rathdown County Council require in regard to any matter relevant to his/her candidature, will no longer be considered for selection.
- Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by certified evidence of postage from the appropriate postal authority.
- Based on information supplied on the application form, Dun Laoghaire Rathdown County Council reserves its right to shortlist candidates in the manner it deems most appropriate. The Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure.

Applications on the official form should reach the Human Resources Department, County Hall, Marine Road, Dun Laoghaire, Co Dublin not later than **4pm Thursday 13th June 2019.**

Note Re: Canvassing

Any attempt by a candidate himself/herself, or by any person(s) acting at his/her instigation, directly or indirectly by means of written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position he/she is seeking.

**Dun Laoghaire Rathdown County Council is an equal opportunities employer
and welcomes applications from people with disabilities**