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**JOB DESCRIPTION**

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| Competition Title: | Finance Manager |
| Grade: | Assistant Principal Officer |
| Reporting To: | Director of Organisation Support & Development |
| Tenure: | Permanent, whole time and pensionable |
| Initial Location: | Dungarvan or Waterford City |
| Applications to: | By email to: [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) |
| Competition Profile: | Open competition |

**About WWETB**

Waterford and Wexford Education and Training Board (WWETB) is the statutory regional education and training authority for counties Waterford and Wexford. WWETB has 14 multi-denominational and co-educational schools with over 6,000 students. WWETB has responsibility for Further Education and Training (FET) across Waterford and Wexford, which encompasses full-time and part-time courses. We manage the local state provision of apprenticeships and provide many courses for young people and adults who are starting out, starting over and upskilling. There are currently over 20,000 adult learners availing of education and training with WWETB across a diverse property and estates portfolio in most communities across both counties. We engage with statutory bodies, business groups, community groups and voluntary agencies to ensure that we can provide the most relevant education and training opportunities. WWETB has a staff of over 1,800 and an annual budget of €160m.

**Summary of Position:**

This is a Senior Management position reporting to the Director of Organisation Support and Development in WWETB. The successful candidate will be responsible for key areas of the Finance portfolio within WWETB and co-ordination of service delivery through the support of WWETB services. The appointee will assist and advise the Chief Executive, Directors and Senior Management team members in the development and maintenance of an overall financial control environment.

**Main Duties**

The role will include the following:

* Leading team in the effective application of Purchase to Pay (P2P) processes including compliance and control among vendors, contracts, regulations, buyers, and accounts payable.
* Developing new procedures and reporting systems in the Finance department as required.
* Treasury Management financial control and responsibility for all cash flow to ensure continuity of service and that WWETB meets its statutory obligations.
* Monitoring of expenditure, payments, receipts and cash flow, the identification of trends and the implementation of remedial action, as required.
* Management of WWETB’s procurement team and leading the team on procurement tendering and contractual matters.
* Leading on all financial and procurement internal audits and responsibility for management responses.
* Managing, supervising and developing a discrete team of pension professionals.
* Managing operational processes for WWETB’s pensions function and leading team on the effective administration of the pension schemes within WWETB.
* Providing timely and appropriate management accounting reports and budgetary reports to budget holders.
* Leading principals and senior Further Education and Training (FET) managers in relation to FET financial matters including SOLAS reporting requirements, Funding Allocation Request submissions, spending reviews, etc.
* Liaising with officials from the Department of Education, SOLAS, DCYA, TUSLA and other statutory bodies to ensure adequate financial resources are available to deliver the services of WWETB.
* Supporting the preparation of annual financial accounts, estimates, budget reports and such financial submissions as may be required and to be responsible for the facilitation and management of audits by C&AG, Internal Audit Unit, European Social Fund, Revenue and any other as required.
* Leading Shared Services projects or other Finance related projects as required.
* Assist/advise the CE, Directors and Senior Management Team members in the development and maintenance of the WWETB financial control environment.
* Attending and contributing to senior management meetings both within WWETB and externally in ETBI, Department of Education, etc. as required.
* Working within the frameworks of national legislation and Corporate Governance.
* Supporting the implementation of appropriate budgetary control systems and management through budgeting, reporting and asset management.
* Report and provide information on the services and operation of the Finance function as required to the Chief Executive, Directors, Board of WWETB and the Finance and Audit & Risk Committees.
* Liaison with Chief Executive, Directors and senior managers regarding the financial aspects of their programmes and in the preparation of Service Plans and Annual Reports.
* Other related duties as may be assigned from time to time by the Chief Executive or Director of Organisation Support and Development
* Development and implementation of modern progressive financial accounting systems with an emphasis on efficiency and effectiveness.

Please note that the responsibilities outlined are not exhaustive and the post holder may be required to perform other duties which may be assigned from time to time, and to contribute to the development of the post while in office.

**Experience and Qualifications**

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate must demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

**Essential:**

* Third level education qualification or equivalent in relevant discipline commensurate with the role, minimum Level 8 qualification.
* Minimum of 3 years’ experience at Senior Management level.
* Proven leadership capabilities, with a capacity to work on own initiative, as well as to support and mentor other staff.
* Expertise and knowledge to enable candidate to undertake the technical aspects of the role, including excellent financial and ICT skills.
* Excellent analytical and decision-making skills.
* Proven management capabilities and an ability to deliver results with a high level of attention to detail within agreed timelines.
* Excellent interpersonal and communication skills.
* Drive and commitment to public service values.
* Accounting Qualification (ACA, ACCA, CIMA) highly desirable

**Further Information for Candidates**

* Willingness to work outside of normal working hours if required

**Particulars of the position**

This role is wholetime, permanent and pensionable.

**Salary**Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

from time to time for APO positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government Policy. Please refer to <https://www.wwetb.ie/about/organisation/human-resources/pay/> for current salary scale. Successful candidates will be paid at point 01 of the salary scale (€81,077) unless they have previous relevant public sector service experience.

**Application Form**

Applications must be made on the official Assistant Principal Officer application form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process. Applications can be accessed via: <https://www.wwetb.ie/about/organisation/human-resources/vacancies/>

**Shortlisting**

WWETB is an Equal Opportunities Employer. WWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Application Form and the likely number of vacancies to be filled*. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.* The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level. Canvassing will automatically disqualify.

**Interview**

Selection, from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB. WWETB core values of Respect, Accountability, Learner Focus, Quality and Sustainability are the guiding principles of the organisation and underpin the competencies required to fulfil this role.

The interview will be competency based and marks will be awarded under the following Core Competencies identified for the position of Assistant Principal Officer:

* Leadership
* Analysis and Decision Making
* Management and Delivery of Results
* Interpersonal and Communication Skills
* Specialist Knowledge, Expertise and Self Development
* Drive and Commitment to Public Service Values

These core competencies are assessed and awarded marks by demonstrating the following key skill sets:

***Leadership***

* Actively contributes to the development of the strategies and policies of WWETB, as a member of the senior management team.
* Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise.
* Leads and maximises the contribution of the team as a whole ensuring effective delivery of tasks.
* Considers the effectiveness of outcomes across WWETB.
* Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks.
* Develops capability of others through feedback, coaching & creating opportunities for skills development.
* Identifies and takes opportunities to introduce new and innovative ways to improve service across WWETB.

***Analysis and Decision Making***

* Research issues thoroughly, consulting appropriately to gather all information needed on an issue.
* Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data).
* Integrates diverse strands of information, identifying inter-relationships and linkages with awareness of possible consequences.
* Makes clear, timely and well-grounded decisions on important issues.
* Considers the wider implications of decisions on internal and external stakeholders.
* Takes a firm position on issues s/he considers important and works effectively with senior management.

***Management and Delivery of Results***

* Takes responsibility for challenging tasks and delivers on time and to a high standard.
* Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances for self and relevant staff teams.
* Ensures quality and efficient customer service is central to and underpins the work of WWETB.
* Looks critically at issues to see how things can be done better.
* Is open to new ideas initiatives and creative solutions to problems.
* Ensures controls and performance measures are in place to deliver efficient and high value services consistently.
* Effectively manages multiple projects and personnel.

***Interpersonal and Communication Skills***

* Presents information in a confident, logical and convincing manner, verbally and in writing.
* Encourages open and constructive discussions around work issues and is solution focussed.
* Promotes teamwork within the section, but also works effectively on projects across WWETB.
* Maintains poise and control when working to influence others.
* Instils a strong focus on high standards of Customer Service in his/her area.

Develops and maintains a network of contacts to facilitate problem solving or information sharing.

* Engages effectively with a range of internal and external stakeholders, including ETB staff, members of the public and colleagues in other public sector organisations.

***Specialist Knowledge, Expertise and Self Development***

* Has the required level of knowledge and expertise to undertake the technical aspects of the role\* (see Main Duties above).
* Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of WWETB.
* Has a breadth and depth of knowledge of relevant national policy issues and is sensitive to wider political and organisational priorities.
* Is focused on self-development, keeps up to date with developments in relevant field seeking feedback and opportunities for growth to help carry out the specific requirements of the role currently and into the future.

***Drive & Commitment to Public Service Values***

* Is self-motivated and shows a desire to continuously perform at a high level.
* Is personally honest and trustworthy and can be relied upon.
* Promotes the highest standards of customer care and respect.
* Through leading by example, fosters the highest standards of ethics and integrity.

**Additional Information**

**Citizenship**

* 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 Member States of the European Union along with Iceland, Liechtenstein and Norway.
* Swiss citizens under EU agreements may also apply.

**Health & Character**

* Those under consideration for a position may at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting form.
* References will be sought.
* Canvassing will disqualify.
* Some posts require special security clearance.
* In the event of potential conflicts of interest, candidates may not be considered for certain posts.