

Accountant/Financial Controller – Dublin West Education Centre (DWEC)

Background

Dublin West Education Centre (DWEC) is constituted under Section 37 of the Education Act (1998). It is currently responsible for the management of two Department of Education funded support services, the Professional Development Service for Teachers (PDST, including PDST Technology in Education) and the National Induction Programme for Teachers (NIPT).

This position will provide support to the Management Committee of Dublin West Education Centre and the management teams of the support services under its remit, with responsibility for management of accounts and budgets, financial reporting, interpretation and analysis of financial results, financial planning and analysis, financial strategy and supporting decision making for Dublin West Education Centre.

The successful candidate will be responsible for modernising and managing change in the finance function. S/he will be responsible for the introduction of new initiatives, policies and procedures and working with multidisciplinary teams. The successful candidate will work in a dynamic and progressive environment supporting a multiplicity of services within the Education sector.

This is an opportunity for an experienced finance professional to fully utilize their professional, technical and management skills in an environment that promotes a high-performance culture.

Roles and responsibilities of the Accountant/Financial Controller:

1. Assisting with the compilation and preparation of the annual financial statements and annual/monthly budgets in accordance with Department of Education Financial Procedures and Guidelines and in accordance with recognised accounting standards.
2. Ensuring adherence to currently accepted accounting standards and relevant codes of practice
3. Management and control of the day-to-day operations of the Finance Team
4. Management and oversight in respect of the various financial reporting requirements by DWEC to the Department of Education and any other relevant funding bodies
5. Work with the Audit & Risk Committee in developing and guiding their oversight of Governance and Risk Management
6. Monitoring and implementing/improving internal controls and checks to ensure good financial control, safeguarding of assets etc.
7. Ensuring the rapid, timely and accurate preparation of monthly management reports and monitoring, interpretation and reporting on these for senior management
8. Managing and developing staff in the finance function to ensure the highest standards of proficiency
9. Liaising with internal and external stakeholders including Auditors, Department of Education, other education centres and National Support Services
10. Promoting and assisting the implementation of good practice in: Risk Management; Procurement; Value for Money; Shared Services; Efficiency and Effectiveness.
11. Play a role in assisting regarding any financial matters relating to the project to integrate the teacher education support services on behalf of DWEC

12. Other duties and responsibilities as may be assigned from time to time

What is set out in this Job Description 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.

ESSENTIAL REQUIREMENTS

The qualifications for the position of Accountant/Financial Controller shall be as set out hereunder:

Character

- Candidates shall be of good character.
- Each appointment is subject to evidence of Garda Vetting clearance by the Dublin West Education Centre

Health

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

Education, Training and Experience

Each candidate must, on the latest date for receipt of completed application forms:

- (a) Possess a professional accountancy qualification and be a member of a recognised body of accountants (e.g. ACA, CPA, CIMA, or ACCA)
- (b) Have satisfactory experience of accountancy work, including management accounting and/or financial accounting and experience with SAGE and TAS packages.
- (c) Be experienced in the management of staff
- (d) Possess knowledge of public sector finance
- (e) Have and maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health and Safety legislation, Employment legislation, Data Protection Acts, FOI Acts etc.
- (f) Be committed to continuous professional development in order to develop management expertise and professional knowledge

Candidates should also have:

1. A minimum of five years post qualification experience
2. Knowledge of accounting methods, procedures, processes and contemporary management accounting techniques and principles
3. Extensive experience in leading, developing and implementing financial and resource allocation strategies that support Strategic Corporate objectives
4. Experience in the identification of critical financial issues and of briefing senior management and/or Board of same

5. Extensive experience of analysis, conceptual thinking and problem solving in Finance and Business Management
6. Experience of staff supervision and performance management
7. Highly developed oral and written communication skills, including negotiation, report writing and presentation skills
8. Excellent working knowledge of integrated Financial Management Systems and Microsoft Excel
9. Experience in risk management and procurement
10. A proven ability to work under pressure and think laterally in dealing with a wide range of issues

Salary and Conditions

This role is offered on the basis of a 3-year contract, including a 1 year probationary period. The post is subject to satisfactory performance under the standards and requirements outlined in DWEC's Performance Management policy.

The place of work will be Dublin West Education Centre and PDST Office at Park West Business Park as required. When absent from home and place of work, on duty, appropriate travelling expenses and subsistence allowances will be paid.

Hours of attendance

Your normal working week will be 37.5 hours, 9:00 am – 5:30 pm, Monday to Friday.

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. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance for the position is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave which is based on a five-day week and is exclusive of the usual public holidays.

Salary Scale

The salary scale is €63,275 €64,720 €66,163 €67,612 €69,056 €70,100 €71,573, €73,067 €75,498 ¹ €77,936 ²

The salary offered will be commensurate with qualifications and experience. A pension scheme will be available privately.

Reporting arrangements

The officer will report to the Management Committee and Director of Dublin West Education Centre. S/he will be expected to work with other members of the Centre's management team and those of the Support Services under its remit.

Applications should be submitted by 5:00 pm on Thursday, October 14th, 2021 to recruitment@dwec.ie

Interviews for this position will take place on Wednesday, November 3rd 2021