

**Finance Manager – Financial Control**

**Competition Information Booklet**

Please read carefully

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| **Position:** Finance Manager – Financial Control  **Grade:** Professional Accountant Grade I  **Directorate:** Finance and Corporate Services  **Reporting to:**  Senior Financial Controller  **Location:** Haymarket House, Smithfield, Dublin 7 with a blended working  model.  **Starting salary:** €83,272  Closing date for receipt of completed applications:  **12pm (noon) on Friday, 1st November 2024**  **Contact: ntacareers@rsmireland.ie** |

The National Transport Authority is committed to a policy of equal opportunity.

**Overview of the National Transport Authority**

The National Transport Authority (NTA) is a statutory body established by the Minister for Transport on 1 December 2009.

At national level, the Authority has responsibility for securing the provision of public passenger land transport services, including subsidised bus and rail and light rail services. The Authority also licenses public bus passenger services delivered by private operators and has responsibility for the regulation of the small public service vehicle (SPSV) industry (taxis, hackneys and limousines). Other areas of responsibility include the State’s rural transport programme, integrated information systems for public transport customers, management of the Integrated Ticketing Scheme for Ireland (the Leap Card system), and regulation of vehicle clamping.

Within the Greater Dublin Area (GDA) the Authority carries additional responsibilities including:

* Strategic planning of transport;
* Development of an integrated, accessible public transport network;
* Promoting cycling and walking;
* Provision of public transport infrastructure generally including light rail, metro and heavy rail; and
* Effective management of traffic and transport demand.

The GDA includes the local authority areas of Dublin City, Fingal, Dún Laoghaire-Rathdown, South Dublin, Kildare, Meath and Wicklow.

The Authority’s Capital Investment Programme includes an exciting and challenging range of projects and programmes for development and delivery over the coming years. These include mega-projects such as MetroLink, BusConnects Dublin and the DART+ Programme, together with numerous other major projects/programmes in the heavy rail area, light rail area, bus infrastructure and public transport fleet, in addition to a large portfolio of projects in the active travel area. Along with other initiatives in the areas of micro-mobility, transport technology and climate adaption, there are stimulating and rewarding opportunities to make a real contribution to enhancing Ireland’s overall transport system.

Further information on the Authority is available on its website [www.nationaltransport.ie](http://www.nationaltransport.ie)

The National Transport Authority wishes to recruit a suitably experienced and qualified individual to the role of Finance Manager – Financial Control. Successful candidates may be placed on a panel from which future vacancies may be filled.

**Duties and Responsibilities**

Reporting to the Senior Financial Controller, the Finance Manager – Financial Controls is responsible for overseeing the finance controls across the Authority as the key point of contact for the business for financial controls. This individual will support the Senior Financial Controller in ensuring there is a robust financial control environment across the Authority. The individual will take ownership of the financial risk and control matrix and drive a comprehensive control ecosystem and ensure financial policies and controls are in place and operating effectively. The individual will take the lead on financial compliance activities for the finance department including GDPR and Payment Card Industry compliance. The role is responsible for overseeing the day-to-day monitoring of financial controls, as well as contributing to the development and implementation of system enhancement, reporting enhancement and control frameworks. The individual will also be key to ensuring robust controls are in place and that there is a continuous enhancement of the controls, training and guidance material and other finance processes.

The Finance Manager shall undertake tasks including those listed below to the highest standards:

Financial Control and reporting

* Execute the vision, strategy, roadmap and implementation of performance indicators and supporting metrics and trends for finance controls;
* Own and lead overall financial control management including coordination with various finance teams to ensure there is a robust and comprehensive risk and control matrix in place and operating across the finance department;
* Own and lead overall financial policy management including coordination with various finance teams to ensure there is a robust and comprehensive policies, procedures and statement of practices are in place and operating across the finance department;
* Own and lead on financial compliance activities including GDPR, Payment Card Industry compliance and privacy impact assessments;
* Coordinate the finance change control board ensuring overarching governance over process change is in place including drafting and reviewing change impact assessments for proposed changes;
* Supporting and critically challenging global process owners to ensure that controls in their area of responsibility are operative efficiently and effectively and ensuring that appropriate evidence is maintained;
* Coordinate the consolidation and reporting of financial control Key performance indicators;
* Coordinate the finance change control board ensuring governance over process change is in place including drafting and reviewing change impact assessments for proposed changes;
* Supporting and critically challenging global process owners to assess adequacy of controls in place and ensure that any required changes are appropriately designed and controlled;
* Continually assess the impact of emerging finance and finance related technologies, regulatory and industry trends against strategic business needs and interpret business value for the leadership team in a consultative capacity. Including supporting the review finance system roadmap;
* Support the global process owners and finance systems team to standardise system processes and controls across the organisation and implement and present training programmes to relevant stakeholders.
* Identify, plan and implement regulatory/statutory updates to the systems and processes;
* Acting as a key liaison with the governance and internal department and external auditors in their duties;
* Provide new insights and identify opportunities for efficiency improvements;
* Develop, manage and report high-quality financial management reports, financial analysis and key performance indicators;
* Support the roll out of clear and consistent service level agreements across finance;
* Supporting finance and non-finance teams in maintenance and enhancement of monthly reporting and analysis; and
* Maintain and identify opportunities for improvement within finance.

Other duties:

* Work effectively as a ‘finance business partner’, building strong relationships across the organisation, operating in a flexible and collaborative manner, while quickly adapting to the evolving requirements of the Finance function;
* Liaise with other sections of the NTA including the Transport Technology and Ticketing Operations, Transport Planning, Transport Integration Services, Corporate ICT, Governance, Transport Investment and General Finance Operations;
* Monitor expenditure carefully and drive a ‘value for money’ ethos;
* Ensure the systematic risk assessment process is implemented and followed and play a key role in identifying and managing risk;
* Embed an ethos of innovation and continuous improvement within the team; and
* Other ad-hoc duties as agreed.

**Note:** The functions and responsibilities initially assigned to the position are based on the current organisational requirements and may be changed from time to time. The person appointed requires the flexibility to fulfil other roles and responsibilities at a similar level within the Authority.

**Essential Criteria**

**Please note: In order to satisfy the shortlisting panel that you meet these criteria you must explicitly reference how you meet same in your application. Failure to demonstrate these may prevent your application progressing to future shortlisting stages.**

Each candidate must meet the following requirements at the time of the competition closing:

1. Hold a professional accountancy qualification and be admitted to membership of a recognised professional body of accountants;
2. Have at least 7 years’ recent satisfactory experience with 3 year’s managerial experience;
3. Have experience in building and maintaining strong internal control systems;
4. Have excellent analytical skills;
5. Have excellent interpersonal and communication skills; and
6. Have the ability to work on own initiative, as part of a team and as leader of a group.

**Desirable Criteria**

**Please note: Should further shortlisting be required after essential criteria above, a selection of the following may be assessed.**

The ideal candidate will also:

1. Have strong controls and risk experience with experience in audit;
2. Have experience in managing contracts and third party suppliers;
3. Have project management skills and experience;
4. Have experience managing and controlling finance systems and modules;
5. Possess excellent business analyst skills with experience in process mapping and redesign; and
6. Have knowledge of practices/procedures of the public sector and particularly public sector accounting procedures.

**Remuneration**

**Salary Grade: Professional Accountant Grade I**

**Salary Scale: €83,272, €85,887, €88,509, €91,123, €93,736, €96,845, €100,383 (LS1 1),**

**€103,925 (LSI 2)**

**Personal Pension Contribution (PPC) rate.** This salary is payable to an individual who is required to make a personal pension contribution (PPC) to their main pension (in general those persons whose initial appointment to the Public Service is on or after 6th April 1995).

**€79,162, €81,591, €84,081, €86,571, €89,049, €92,002, €95,366 (LSI 1),**

**€98,732 (LSI 2)**

**Non Personal Pension Contribution (non-PPC) rate.** This salary is payable to an individual who is not required to make a personal pension contribution (PPC) to their main pension scheme.

**Annual Leave:** 30 days per annum. This leave is on the basis of a five day week and is exclusive of the usual public holidays.

**Note:**

* entry will be at point 1 of the scale and will not be subject to negotiation;
* different pay and conditions may apply if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant;
* the rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Contract:** Permanent Contract

**Probation:** There is a 6 month probationary period which may at the discretion of the CEO be extended to 10 months.

**Selection Process**

Prior to completing your application please read the Important Candidate Information Booklet on our careers page here: [www.nationaltransport.ie/about-us/careers](https://www.nationaltransport.ie/about-us/careers/)

**How to Apply**

Please submit your application in one single word document or PDF referencing the title of the role you wish to apply for in the subject of the email to ntacareers@rsmireland.ie with the following:

1. A comprehensive cover letteroutlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the role of Finance Manager – Financial Control;
2. A comprehensive CV (not to exceed 3 pages); and
3. A fully completed Key Achievements Form (attached).

Please note that omission of any or part of the 3 requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

**Closing Date**

**The closing date and time for applications is strictly 12pm (noon) on 1st November 2024. Applications received after the specified deadline cannot be accepted.**

If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please email **ntacareers@rsmireland.ie.**

**Finance Manager – Financial Control- Key Competencies**

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| **Leadership** | Actively contributes to the development of the strategies and policies of the Department/ Organisation |
| 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 |
| Considers the effectiveness of outcomes in terms wider than own immediate area |
| 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 exploit new and innovative service delivery channels |
| **Judgement, Analysis & Decision Making** | Researches 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 |
| Uses judgement to make clear, timely and well-grounded decisions on important issues |
| Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders |
| Takes a firm position on issues s/he considers important |
| **Management & 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 |
| Ensures quality and efficient customer service is central to the work of the division |
| 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 |
| Effectively manages multiple projects |
| **Interpersonal & Communication Skills** | Presents information in a confident, logical and convincing manner, verbally and in writing |
| Encourages open and constructive discussions around work issues |
| Promotes teamwork within the section, but also works effectively on projects across Departments/ Sectors |
| Maintains poise and control when working to influence others |
| Instils a strong focus on 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 stakeholders, including members of the public, Public Service Colleagues and the political system |
| **Specialist Knowledge, Expertise and Self Development** | Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation |
| Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities |
| Is considered an expert by stakeholders in own field/ area |
| Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role |
| **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 |
| Ensures the citizen is at the heart of all services provided |
| Through leading by example, fosters the highest standards of ethics and integrity |

**Finance Manager – Financial Control - Key Achievements Form**

Having read through the key competencies and having considered the demands of the role, for each of the competencies below, please briefly demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date, and which clearly demonstrates your suitability for this position.

Your answer must highlight all elements of the STAR competency framework – which is outlined below:

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| **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? |

Please note, there is a maximum page count of **3 A4 pages at font size 10-12.**

The key achievements form commences on the next page.

**Finance Manager – Financial Control - Key Achievements Form**

Please complete all sections of the form below.

**Where did you hear about this role (i.e. Publicjobs.ie, Irishjobs.ie, Irish Times, LinkedIn)?**

**Name:**

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| **Leadership** |
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| **Analysis & Decision Making** |
|  |
| **Management & Delivery of Results** |
|  |
| |  | | --- | | **Interpersonal & Communication Skills** | |  | |
| **Specialist Knowledge, Expertise & Self Development** |
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