

**Financial Accountant (Panel)**

**Competition Information Booklet**

Please read carefully

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| **Position:** Financial Accountant**Grade:** Higher Executive Officer**Directorate:** Finance and Corporate Services**Reporting to:**  Senior Finance Manager**Location:** Haymarket House, Smithfield, Dublin 7 with a blended working  model.**Starting salary:** €57,122Closing 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 establish a panel of suitably experienced and qualified Financial Accountant’s from which vacancies may be filled as they arise. The panel will be live for one year and may be extended for a further year.

**Duties and Responsibilities**

The core responsibilities may include some or all of the following:

* Ensure month-end close is completed and all controls are carried out efficiently, effectively and according to schedule;
* Manage the grant administration process and any miscellaneous income streams of the Authority;
* Administer the sales and invoicing process for grant revenue streams;
* Complete the monthly bank and grant reconciliation processes in a timely and accurate manner ensuring the timely resolution of reconciling items;
* Manage the financial accounting system administration including change control management and develop the financial and corporate databases in line with the Authority’s policies and procedures;
* Coordinate and assist in the development of Finance Systems, upgrades, enhancements and process developments;
* Prepare key performance indicators and metrics monthly, and implement any necessary actions to improve performance;
* Coordinate, support and training of finance staff and wider business teams;
* Respond promptly to queries from external and internal auditors and assist the annual statutory audit as required;
* Business partner with internal stakeholder including finance teams, internal operational teams and external stakeholder including the Department of Transport in line with service level agreements and service expectations.;
* Ensure the team has a strong focus on, and awareness of, internal controls including data and payment security measures;
* Preparation of monthly management accounts including analysing and investigating variances;
* Assisting with the preparation of year-end accounts and liaising with the auditors;
* Monitoring and reporting KPIs to management and other departments and preparation of monthly reports;
* Develop and report high-quality financial management reports, financial analysis and key performance indicators;
* Financial analysis, reporting expertise and financial support to the business;
* Continuous improvement of financial control and reporting processes;
* Assisting in the preparation, interrogation and consolidation of the annual budgeting and forecasting process;
* Preparing monthly variance analysis reports and business partnering with business units to understand and resolve variances;
* Liaising with Finance Managers and Financial Controllers of other business units to reconcile and align internal controls and intercompany accounts on a monthly basis;
* Document, update and implement both existing and new policies, procedures and manuals, ensuring that they are communicated to the team and other internal/external stakeholders;
* Maintain open communications with Finance management, keeping them informed of any relevant issues or queries;
* Assisting and ensuring data protection policies and procedures are implemented;
* Support process improvement and development of finance controls;
* Support the development of internal finance portals and business partnering reporting;
* Support implementation and improvement of business analysis and reporting; and
* Other ad-hoc duties as required.

**Note:** The functions and responsibilities initially assigned to the position(s) are based on the current organisational requirements and may be changed from time to time. The person(s) appointed require 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 minimum of an NFQ level 7 qualification in a finance, business or related discipline;
2. Have a minimum of 5 years’ relevant experience in the preparation of management accounts, reconciliations and annual financial statements, with 2 of those years’ managing projects or people;
3. Hold, or be undertaking a recognised professional accounting qualification;
4. Have experience working with the financial modules of Microsoft Dynamics Business Central or similar finance software;
5. Possess strong MS Office skills, particularly Excel;
6. Have a proven ability to organise and manage a range of work activities while delivering results successfully and in a timely manner;
7. Demonstrate strong attention to detail, including through the application process for this position; and
8. Demonstrate strong analytical and problem-solving skills.

**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 interpersonal and communication skills; and
2. Demonstrate the ability to work on own initiative and as part of a team;

**Remuneration**

**Salary Grade: Higher Executive Officer**

**Salary Scale: €57,122, €58,791, €60,459, €62,124 €63,796, €65,460 €67,129 €69,537 (LSI 1), €71,939 (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).

**€54,404, €55,974, €57,541, €59,122, €60,704, €62,299, €63,881, €66,160 (LSI1), €68,446 (LSI2)**

**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:** 29 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 Financial Accountant; and
2. A comprehensive CV (not to exceed 3 pages).

Please note that omission of any or part of the 2 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 Friday 1st November. 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.**

**Financial Accountant Key Competencies**

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| **Team Leadership** | Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise |
| Provides clear information and advice as to what is required of the |
| Strives to develop and implement new ways of working effectively to meet objectives |
| Leads the team by example, coaching and supporting individuals as required |
| team Places high importance on staff development, training and maximising skills & capacity of team |
|  | Is flexible and willing to adapt, positively contributing to the implementation of change |
| **Judgement, Analysis & Decision Making** | 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, agendas, sensitivities and related implications when making decisions |
| Uses previous knowledge and experience in order to guide decisions |
| Uses judgement to make 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 |
| 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 discussions 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 |
| Collaborates and supports colleagues to achieve organisational goals |
| **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 Public Sector knowledge 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 |