

**Financial Accountant**

**Competition Information Booklet**

Please read carefully

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| **Position:** Financial Accountant **Grade:** Professional Accountant Grade II**Directorate:** Finance and Corporate Services**Reporting to:**  Finance Manager**Location:** Haymarket House, Smithfield, Dublin 7 with a blended working  model.**Starting salary:** €72,511Closing date for receipt of completed applications:**12pm (noon) on Friday, 21st February 2025****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 Accountants 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 National Transport Authority wishes to establish a Financial Accountant - Professional Accountant Grade II panel from which candidates may be drawn as relevant vacancies arise across the NTA Finance function. Roles are envisaged to become available across the finance team. These roles may include:

* Rural Finance accountant
* Fixed Asset accountant
* Management and financial reporting accountant
* Treasury accountant
* Finance systems governance accountant and finance business process analyst
* Project reporting and cost accountant
* Ticketing and controls reconciliation accountant

Appointees will have a key role in creating a positive and open working environment, and they will proactively contribute to an ethos of continuous improvement within the wider NTA finance function. The sections below indicate the range of duties and responsibilities associated with the positions, however these will be more tailored according to the business area where successful candidates are placed.

***Core Responsibilities:***

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

* Manage and develop members of the NTA Finance team within your area;
* Ensure the timely and accurate completion of the month end management reporting and business partnering to the Executive and as required for the Board, Audit and Risk Committee and the Department of Transport;
* Preparation of annual Financial Statements and audit files for audit by the Comptroller and Auditor General;
* Prepare financial analysis, provide reporting expertise and financial support to the business and act as Strategic Business partner providing insight and challenge to the business to drive a value for money ethos;
* Assisting in the preparation and interrogation of inputs for various business units into the annual budgeting and forecasting processes;
* Develop and report high-quality financial management reports, financial analysis and key performance indicators;
* Completion of weekly, monthly and annual controls and assist in development and enhancement of control procedures and matrices, ensuring controls are maintained to the highest standards;
* Provide new insights and identify opportunities for efficiency improvements;
* Controls and maintain a robust control environment ensuring continuous improvement of processes and escalation of risks and issues to Finance Managers in a timely manner;
* Ensure high-quality and up-to-date procedure documents are maintained;
* Assist with other ad hoc assignments and generally support the work of the NTA;
* Ensure that the Fixed Asset Register is kept up-to-date, accurate and complete. Also ensure that it is maintained in a clear and concise manner;
* Work with the reporting and systems implementation teams to migrate excel reports and templates into the reporting tool and expand and generate a detailed monthly review pack for the financial controller;
* Provide analysis and support to the Finance Managers and the Financial Controller as required;
* Coordination with various stakeholders including both finance and non-finance personnel – both internal and external; and
* Maintain open communications with Finance management, keeping them informed of any relevant issues or queries.

***Other Responsibilities:***

* Building strong internal business partner relationships;
* Performing financial analysis including Return on Investment calculations;
* Conducting periodic risk assessments within the Finance area;
* Provide support for administration of the financial accounting and grant management systems;
* Assist with any systems development or implementation within areas of responsibility;
* Assist with the various audits and reviews that take place throughout the year; and
* Other ad-hoc duties as required.

**Note:** The functions and responsibilities initially assigned to the positions are based on the current organisational requirements and may be changed from time to time. The persons 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. Have a professional accountancy qualification and be admitted to membership of a recognised professional body of accountants;
2. Have a minimum of 5 years’ relevant experience in the preparation of management accounts, reconciliations, business partnering and financial forecasting, with 2 of those years’ managing projects or people;
3. Have a proven ability to organise and manage a range of work activities while delivering results successfully and in a timely manner;
4. Ability to communicate and interact effectively with stakeholders;
5. Demonstrate strong attention to detail, including through the application process for this position; and
6. 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. Hold a minimum of a NFQ Level 7 qualification in finance, business, or related discipline other than the accounting qualification;
2. Have knowledge of practices/procedures of the public sector and particularly public sector accounting procedures;
3. Have a strong analytical capability, with a logical approach to problem solving and sound judgement;
4. Have the ability to work on own initiative, as part of a team and as leader of a group; and
5. Have the ability to organise and prioritise workloads to meet deadlines.

**Remuneration**

**Salary Grade:** Professional Accountant Grade II

**Salary Scale: €72,511, €74,168, €75,821, €77,481, €79,137, €79,577, €81,210, €82,904, €85,663 (LSI 1), €88,429 (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).

**€68,988, €70,569, €72,134, €73,715, €75,288, €76,862, €78,429, €80,020, €81,378 (LSI 1), €84,002 (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:** 27 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 21st February 2025. 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 |