



NAME OF POSITION: ACCOUNTANT

POSITION No: 41/2022

INFORMATION BOOKLET

**CLOSING DATE: MIDNIGHT ON
FRIDAY, JUNE 3RD 2022**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR **ACCOUNTANT** MAY BE FILLED.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. **Dublin City Council** is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of housing, community, planning, development, environmental, roads and traffic, leisure and culture services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

The **Finance Department** deals with the short and long term financing of the City Council's operations, both of a revenue and capital nature. It has a key role in leading and managing an effective and responsive financial service to support service delivery. The City Council's 2022 revenue budget is €1.130b, which provides for operational activities and is funded through rates, government grants and service charges. In addition, the three year Capital programme 2021 – 2023 amounts to €2.393b and provides for the delivery of planned infrastructure.

THE JOB

The **Accountant** will assist and report to a Senior Accountant or such other person as may be designated in the provision of financial management services to local and corporate business units. This will include specific responsibility for the development and co-ordination of revenue/capital budgets, financial management reporting systems, completion of annual financial statement, treasury management, governance arrangements and supporting strategic and operational planning.

The role of the Accountant is a challenging position for ambitious, qualified accountants with a wide range of relevant experience. The role requires an assertive, creative individual who is able to influence decisions and to manage and positively motivate staff. Financial Management, governance and stewardship are supported by this role.

THE IDEAL CANDIDATE SHALL:

- have an ability to work and deliver results within tight deadlines, in a changing and fast moving environment;
- be able to work within, and where necessary lead, multi-disciplined teams and have the ability to motivate, empower and encourage personnel under their control to achieve maximum performance;

- possess good influencing skills;
- have strong interpersonal and communication skills;
- have well developed IT skills including familiarity with an Integrated Financial Management System;
- be able to deputise at a senior level.

QUALIFICATIONS

CHARACTER:

Each candidate shall be of good character.

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, EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed applications:-

- (a) hold a professional accountancy qualification with one of the professional accountancy bodies;
- (b) have a minimum one year's post qualification experience;
- (c) have a wide range of relevant experience in both Management and Financial Accounting;
- (d) have good knowledge and awareness of Health and Safety Legislation and Regulations, the implications for the organisation and the employee, and their application in the workplace;
- (e) have an awareness of Health and Safety Legislation and Regulations and their application in the workplace.

DUTIES

The duties of the Accountant include, but are not limited to, the following: -

- (i) provision of accounting information for decision support as required by management;
- (ii) assisting in the preparation of annual revenue and capital budgets and statutory financial statements;
- (iii) monitoring income and expenditure against revenue and capital budgets on a monthly basis;
- (iv) ensuring all essential information is captured at month end to provide for quality information within the monthly financial reports;
- (v) recording assets and maintaining asset records;
- (vi) assisting in the production of monthly/annual accounts;
- (vii) ensuring adequacy of controls for payments and receipts;
- (viii) supervising and training assistant/trainee accountants and accounts staff in the execution of their duties;
- (ix) advising and communicating with local management on relevant matters;
- (x) ensuring compliance with corporate financial standards;

- (xi) deputising for other officers when required;
- (xii) carrying out such other duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

SELECTION PROCESS

- Posts of **Accountant** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and / or shortlist candidates in the manner it deems most appropriate.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possesses the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Planning and Local Government sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

INTERVIEW

The interview will be competency based and marks will be awarded under agreed competencies. These are detailed on page 7.

- Management & Change
- Delivering Results
- Leading, Motivating, Managing Performance & Communicating Effectively
- Personal Effectiveness
- Local Authority Knowledge & Experience

SALARY

The salary scale for the position of **Accountant** is: -

€49,530; €50,713; €52,151; €54,861; €56,478 (Maximum); €58,489 (1st LSI) (after 3 years satisfactory service on the Maximum); €60,512 (2nd LSI) (after 3 years satisfactory service on the 1st LSI).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **37 hours per week**.

All applicants must refer to the *Additional Candidate Information Booklet* which can be found at <http://bit.ly/DCCVacancies> for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION

- (a) The post is permanent, whole time and pensionable.
- (b) Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c) A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The *National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016* came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting.
- Subject to the provisions of the *Freedom of Information Act 2014*, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to

interview or examine applicants, will automatically disqualify the candidate for the position being sought.

- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

CLOSING DATE:

All applications must be made through Dublin City Council's official Digital Recruitment Platform. For any queries please contact hrqueries@dublincity.ie

Applications must be submitted before Midnight on June 3rd 2022.

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____

This document is also available in Large Print, High Contrast Print and Braille on request.

ACCOUNTANT 2022– COMPETENCY FRAMEWORK

A competency framework has been developed for the position of **Accountant**. The key competencies for the role are as follows:

Competency	Behaviours
Management and Change	Is effective in translating the vision of the Corporate Plan into operational plans and outputs. Develops and maintains positive, productive and beneficial working relationships. Effectively manages the introduction of change and demonstrate flexibility and openness to change.
Delivering Results	Contributes to the development of operational plans and leads the development of team plans. Plans and prioritises work and resources effectively. Establishes high quality services and customer care standards. Makes timely, informed and effective decisions and shows good judgement and balance in making decisions or recommendations.
Leading, Motivating, Managing Performance and Communicating Effectively	Leads, motivates and engages employees to achieve quality results and to deliver on operational plans. Effectively manages team and individual performance. Has good and effective written and verbal skills
Personal Effectiveness	Takes initiative and seeks opportunities to exceed goals. Manages time and workload effectively. Maintains a positive, constructive and enthusiastic attitude to their role.
Local Authority Knowledge & Experience	Has knowledge and understanding of local government structure including service requirements. Understands key challenges facing the local government sector and Dublin City Council. Understands the role of Accountant. Evidence of experience in some of the following - <ul style="list-style-type: none"> • Preparation of financial information & records, estimates/budgets, final accounts. • Audit • Procurement • General Data Protection Regulation (GDPR) • Producing management information and ad hoc financial reports, project cost management. • Producing Cash flow requirements and monitoring of same • Working experience of financial systems and MS software i.e. Excel, Access. Ability to analyse and interpret complex financial and non-financial information. Thorough knowledge of own area. Knowledge of financial developments in Dublin City Council and Local Authorities generally.