



NAME OF POSITION: HEAD OF FINANCE (TEMPORARY 2 YEARS) CITY COORDINATION OFFICE, DUBLIN CITY COUNCIL

POSITION No: 93/2025

**CLOSING DATE: MIDNIGHT ON
TUESDAY 23RD DECEMBER, 2025**

INFORMATION BOOKLET

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR **HEAD OF FINANCE (TEMPORARY- 2 YEARS)**, CITY COORDINATION OFFICE 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 900 services across key functional areas of Housing, Community, Planning, Development, Environmental, Roads and Traffic, Economic, Leisure and Culture Services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

Dublin City Council's City Co-ordination Office is setting up an Interim Project Management Unit to deliver priority initiatives for the rejuvenation of Dublin City Centre that were identified through the City Council's Corporate Plan, in its Urban Redevelopment Rejuvenation Framework 2025/2028 and in the Dublin City Taskforce Report and the Roadmap for Delivery. The various projects range in type from social initiatives to the development of vacant sites and landbanks for residential, retail and mixed-use developments. The initiatives will range in terms of scope and budget from complex capital residential development / infrastructure projects to social and community projects aimed at improving the city centre from a holistic perspective. The City Co-ordination Office require a team of specialists with the necessary skill sets and experience to deliver these projects within the next 2 to 3 years. This new team will report directly to the Executive Manager, City Coordination Office, Dublin City Council.

The formation of the Interim Project Management Unit is the initial phase of the governments multi-year strategy for rejuvenating the city centre. The unit will be charged initially with the implementation of a number of key actions within the Taskforce Report, such as, but not limited to:

- Develop and launch a new incentive scheme strategy for vacant retail units/properties
- Support the transformation of key vacant sites in/adjacent to the city centre
- Integrate urban tree planting and greening initiatives into the spatial plan for the core area.
- Identifying strategic sites for transformation (residential, retail, etc.) and development and developing the programme of works.
- The revitalisation of Dublin City Centre.

THE JOB

The **Head of Finance (Temporary 2-years)** will provide financial services to the Interim Project Management Unit. They will facilitate the purchase, sale, and management of the portfolio's financial assets, identify potential risks, and prepare the relevant financial statements. They will assist all operating senior managers in strategic and financial matters relating to project/development activity in addition to budget management, cost benefit analyses, forecasting needs, security of funding and all governance and secretarial requirements of the unit.

This is a senior role with significant accountability and responsibility. The Head of Finance (Temporary 2-years) will be expected to operate at a strategic level, ensuring robust and prudent financial practices are adhered to. The Head of Finance (Temporary 2-years) will be required to provide updates and reports for submissions to the City Council and central government.

They will report directly to the Executive Manager, City Co-ordination Office. This position offers a fulfilling and responsible role in a newly established Unit leading the way to rejuvenating Dublin city centre. The City Co-ordination Office is at the heart of complex and exciting change taking place within the city and offers an opportunity to be involved in projects and initiatives that will have a hugely positive impact on the city and its inhabitants for years to come.

THE IDEAL CANDIDATE SHALL HAVE:

- Experience working as part of a core finance function;
- Experience working in a multi-disciplinary team;
- Experience working with Enterprise Resource Planning (ERP) or accounting packages;
- Excellent IT skills;
- Proven track record in meeting deadlines;
- Previous experience working in a public body or a knowledge of public sector accounting with strong understanding of the principles of governance;
- Knowledge of public procurement.

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 application forms: -

- (a) Possess a professional accountancy qualification and be a member of a recognised body of accountants;
- (b) Have a satisfactory experience of accountancy work, including management accounting and/or financial accounting;

- (c) Be experienced in the management of staff;
- (d) Possess a knowledge of public sector finance.

DUTIES

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

- Accounting of Fixed Assets, ensuring all assets are recorded correctly and the Fixed Asset Register is accurate and kept up to date;
- Provide financial support to the project managers in relation to project requirements;
- Audit and QA of project budgets;
- Prepare and submit accounts /statements;
- Grant compliance management for a number of key programmes, ensuring payments are made in line with documented internal controls;
- Maintaining key process documents ensuring these are accurate and updated on a timely basis
- Produce and submit reports;
- Production of key supplier accounts identifying key trends and assisting management in financial decision making;
- Identification and implementation of process improvements and efficiencies;
- Reviewing overall team and individual staff performance against agreed annual targets and goals.

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

- The post of **Head of Finance (Temporary 2 years) City Coordination Office** 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 and assessment questions 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 possess 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, Local Government and Heritage 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.

SHORTLISTING

Dublin City Council reserves the right to shortlist candidates to proceed to the interview stage of the competition. Shortlisting of candidates will be on the basis of information supplied on the **Application Form, in conjunction with the answers given in the assessment questions. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.**

The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

INTERVIEW

The interview will be competency based and marks will be awarded under the following competencies;

- Strategic Management and Change
- Delivering Results
- Performance through People
- Personal Effectiveness
- Local Authority Knowledge and Experience

Please see page 8 and 9 of the Candidate Information Booklet for more details.

SALARY:

The salary scale for the position of **Head of Finance (Temporary 2-years), City Coordination Office** is

€80,967; €81,689; €84,866; €88,063; €91,266; €94,435; €97,624 (Maximum); €101,240 (1st LSI) (after serving 3 years on maximum); €107,004 (2nd LSI) (after serving 3 years on 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 public service 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 **35 hours per week**.

All applicants must refer to the Additional Candidate Information Booklet which can be found at <https://careers.dublincity.ie> for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION

- (a)** The post is temporary (2 years) ,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.

CITIZENSHIP

Candidates must, by the date of application be;

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa, or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

Dublin City Council welcomes all nationalities and ethnic backgrounds to join its diverse workforce and we hereby reserve the sole discretion to vary the above requirements from time to time subject to the business needs and staffing requirements.

IRISH PROFICIENCY

As part of our ongoing commitment to support the Irish language, our leadership on the Gaeilge365 programme and to comply with the Official Languages (Amendment) Act 2021, we are gathering information on candidates' capacity to speak Irish.

Under this legislation, public bodies are required to ensure that 20% of new recruits are capable of performing their duties through Irish by 2030. While this position is not an Irish language speaking role, we are asking all applicants to indicate their current level of Irish language ability.

This information will be used for workforce planning purposes only and will not form part of the selection process for this competition.

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.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

APPLICATION PROCESS

All applications must be made through Dublin City Council’s official Digital Recruitment Platform. Please be advised that applications should not be submitted until all sections of the form, including the assessment questions are completed.

For any queries please contact: hrqueries@dublincity.ie

CLOSING DATE

Applications must be submitted before Midnight on Tuesday, 23rd December 2025.

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____ 2025

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

INFORMATION SHEET – COMPETENCY FRAMEWORK

A competency framework has been developed for the position of **Head of Finance (Temporary 2 years)** City Coordination Office.

The key competencies for the role are as follows;

<p>Strategic Management and Change</p>	<p>Strategic Ability Displays the ability to think and act strategically to ensure that functional responsibility is properly aligned with the purpose, mission and vision of Dublin City Council’s City Co-ordination Office’s Interim Project Management Unit. Is effective in translating the needs of the Unit into a Plan with measured outputs taking into consideration any relevant strategic or policy documents. Can identify the key deliverables required by the role with respect to the establishment of the Interim Project Management Unit structure.</p> <p>Political Awareness Has a clear understanding of the political reality and context of the organisation.</p> <p>Networking and Representing Establishes, maintains, participates and contributes to networks and works collaboratively with the full range of stakeholders to enhance service delivery. Sustains a positive image and profile of Dublin City Council’s City Co-ordination Office’s Interim Project Management Unit.</p> <p>Bringing about Change Effectively introduces change. Overcomes resistance to change. Demonstrates flexibility and openness to change.</p>
<p>Delivering Results</p>	<p>Problem Solving and Decision Making Pinpoints the critical information and can address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions. Co-ordinates and leads the Partnership stakeholders through problem solving and decision-making milestones.</p> <p>Operational Planning Contributes to operational plans and develops team plans in line with priorities and actions for community safety, having regard for operational objectives and available resources.</p> <p>Delivering Quality Outcomes Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.</p>
<p>Performance Through People</p>	<p>Leading and Motivating Leads, motivates and engages others to achieve quality results. Leads by example in terms of commitment, flexibility and a strong customer service ethos.</p>

	<p>Managing Performance Effectively manages performance. Builds and leads effective Teams/Sections/Units. Empowers and encourages people to deliver their part of the operational plan, using Team Development Plans and Personal Development Plans.</p> <p>Communicates Effectively Recognises the value of and requirement to communicate effectively with stakeholders. Has effective verbal, written and digital communication skills. Presents ideas effectively to individuals and groups.</p>
<p>Personal Effectiveness</p>	<p>Relevant Knowledge Keeps up to date with current developments, trends and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and its application in the workplace.</p> <p>Resilience and Personal Well Being Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.</p> <p>Integrity Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others</p> <p>Personal Motivation, Initiative and Achievement Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.</p>
<p>Local Authority Knowledge & Experience</p>	<p>Knowledge & Experience Has knowledge and understanding of local government structure including service requirements.</p> <p>Understands key challenges facing the local government sector and Dublin City Council.</p> <p>Understands the objectives of Dublin City Council’s City Co-ordination Office’s Interim Project Management Unit and the role of the Head of Finance (Temporary 2 years).</p>