



INFORMATION GUIDE

Permanent Administrative Officer (Grade VII)

Initial Location: Finance Section

Kildare and Wicklow ETB - Wicklow office.

(Please note: Hybrid working option is available with this post.)

Job Description:

The Administrative Officer will have responsibility, under general direction, for the management of KWETB Finance Department. The Administrative Officer will have responsibility for staff management, project management, financial management and data management.

Hours of Work: 35 hours per week – Monday to Friday

Tasks/Duties and Responsibilities:

The successful applicant will provide support to the Assistant Principal Officers and the Director in the efficient operation of the Section.

The post holder will have initial responsibility for the following areas:

Financial Management

- Bank Reconciliations, treasury management and cashflow
- Audit readiness and management of audit responses
- End of Month processes
- Preparation of reports, notes, reconciliations etc for Annual Financial Statements
- Drafting of projections for KWETB service plan
- Liaising with budget holders and project managers on correct utilisation of funds
- Preparation of Returns for Department of Education, SOLAS, other Agencies and KWETB departments
- Analysis, decision making and development of policies and procedures in the Finance Department
- Supervise and control financial systems, including Learner Payments Systems, Accounts Payable & Receivable Systems, Bank Reconciliation Systems, Revenue on Line and General Ledger Systems.
- Provide high level assistance to management in the Finance Department
- Representing the Finance department at meetings/ on groups as required

General Duties

- Staff Development and leadership
- Contribute to the development and implementation of management information systems
- Contribute to the development and implementation of strategic project work for the Finance Section
- Maintain a strong focus on self-development, seeking feedback and opportunities for growth
- Establish, maintain and promote positive stakeholder relationships .
- Carry out any other duties appropriate to the grade which may be assigned from time to time

Requirements and Eligibility for the post:

Candidates must:

- Have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service;
- Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;
- Strong financial management skills and experience
- A high level of ICT competency
- Excellent interpersonal and communication skills
- Excellent numerical and financial analysis skills

Desirable:

- Qualification in a Finance related discipline
- Have experience in managing and leading teams, managing projects, managing budgets and developing or implementing policy
- Proven ability to use their own initiative
- Strong teamwork and collaboration ethic
- Good communication and stakeholder management skill
- Strong problem-solving skills with an analytical thought process needed to resolve issues in a variety of complex situations, without supervision
- Excellent influencer with strong written and verbal skills – ability to influence without authority

Competencies required

The appointee to the Administrative Officer (Grade VII) post will be required to show evidence of the following competencies:

Specialist Knowledge, Expertise and Self-Development

- Clearly understands the role, objectives and targets and how they fit into the work of the Organisation.
- Develops the expertise necessary to carry out the role to a high standard and has a thorough understanding of the Code of Practice for the Governance of Education and Training Boards
- Is proactive in keeping up to date on issues and key developments that may impact on the Department and/or wider ETB service
- Consistently reviews own performance and sets self-challenging goals and targets

Leadership Potential

- Is flexible and willing to adapt, positively contributing to the implementation of change
- Contributes to the development of policies in the Department/Organisation
- Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way
- Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others
- Formulates a perspective on issues considered important and actively contributes across a range of settings

Analysis & Decision Making

- Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach
- Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)
- Uses numerical data skilfully to understand and evaluate service issues
- Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions
- Sees the logical implications of taking a particular position of an issue

Delivery of Results

- Assumes personal responsibility for and delivers on agreed objectives/goals
- Manages and progresses multiple projects and work activities successfully
- Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
- Maintains a strong focus on meeting the needs of customers at all times
- Ensures all outputs are delivered to a high standard and in an efficient manner

- Use resources effectively, at all times challenging processes to improve efficiencies

Interpersonal & Communication Skills

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing
- Is able to listen effectively and develop a two-way dialogue quickly
- Maintains a strong focus on meeting the needs of internal and external customers
- Effectively influences others to take action
- Works to establish mutual understanding to allow for collaborative working

Drive & Commitment to Public Service Values

- Consistently strives to perform at a high level
- Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
- Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency
- Is personally trustworthy and can be relied upon
- Places the citizen at the heart of all process and systems
- Upholds high standards of Respect, Quality, Equality, Inclusion and Learning

Application process:

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Thursday, 5th December 2024**.

Please note the following

- Short listing may apply.
 - Canvassing by or on behalf of the candidate will automatically disqualify.
 - Late applications will not be accepted.
 - It is the responsibility of the candidate to ensure that the application form is received at the stated email address before the stated deadline. It is recommended applicants request a delivery receipt when sending their application.
- Any technical difficulties encountered by the sender when submitting an application are not the responsibility of the KWETB.

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