



### **CONFINED COMPETITION**

Applications are invited from suitably qualified candidates for the post of

### **Permanent Grade 6 Senior Staff Officer**

Initial location: Finance Office, KWETB Church Street, Wicklow Town, Co. Wicklow.

Initial assignment: Finance Accounts Payable

#### **JOB DESCRIPTION**

In conjunction with the Assistant Principal Officer and the Administrative Officer, the Senior Staff Officer will have responsibility, under general direction, for the Accounts Payable function in KWETB. The Senior Staff Officer may have a large, multi-level staff and will take responsibility for decision making in the section or area. The Senior Staff Officer will have responsibility for staff management, project management and data management.

This post is a supervisory position within KWETB and the Senior Staff Officer will be assigned responsibility for the day to day operation and supervision of work areas, section or team.

The Senior Staff Officer will be required to be flexible in this position and must be prepared to undertake such other duties as assigned to them by the Finance Manager. Such duties may be outside the normal area of work.

**HOURS OF WORK:** 35 hours per week – Monday to Friday. A Pilot Blended Working Scheme is currently in operation.

#### **ROLE AND RESPONSIBILITIES:**

The responsibilities for the post will include:

- Co-ordination of weekly Accounts Payable run.
- Ensuring compliance with Procurement, audit, revenue and governance requirements.
- Ensuring correct and timely payment of non-pay taxes e.g. VAT, RCT and PSWT.
- Ensuring returns for all taxes are completed and submitted fully reconciled and on time.
- Managing relationships with all our accounts payable software suppliers.
- Setting up of new users and approvers and changes to approval matrix with ESBS
- Assist with preparation and ongoing review of Finance policies and procedures.
- Organisation of training workshops / information sessions.
- Working with Schools/Centres and Head Office Staff to take action where required to address issues that arise.
- Day to day banking requirements and approvals that may arise within the Finance Section
- Contribute to financial analysis, reviews and statutory financial returns.
- Plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances for self and relevant staff teams.
- Keeping up to date with Shared Services proposals for the area
- Carry out any other duties appropriate to the grade which may be assigned from time to time.

The above list may be varied having regard to the changing needs of the Organisation and the terms of the post can include delivery of responses to unpredictable work demands as they arise.



## 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;
- Be capable and competent of fulfilling the role to a high standard;
- 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;
- Have at least two years\* in a Grade 3 post, or equivalent, or higher, in the Education and Training Sector. For the purposes of filling vacancies in Grades 4, 5, 6 and 7 in ETBs only, at least two years' service in an ETB Caretaker Grade will also be considered valid.  
\*The two years must be completed by the closing date for this competition.
- Have successfully completed their probation period, or have successfully completed a probation period at a lower eligible grade.

### DESIRABLE SKILLS:

- Have at least two years supervisory experience
- Ability to lead, manage and motivate staff, and work collaboratively in a team environment across the organisation.
- Knowledge of and familiarity with Financial, Statutory and Revenue legislation and systems
- Knowledge of Banking systems and processes
- An excellent knowledge and skill in the use of ICT.
- Excellent judgement, problem solving and analytical skills.
- Ability to generate strong team morale, cooperation and participation.
- Ability to process work with a high level of attention to detail in a pressurised environment.
- Excellent organisational skills and an ability to manage deadlines.
- Ability to quickly learn new information, processes and procedures.

### ELIGIBILITY:

**Citizenship Requirement:** Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

**Health & Character:** Those under consideration for the position will be required to complete a health declaration and a Garda Vetting form. References will be sought.



## **COMPETENCES REQUIRED**

The appointee to the permanent Grade 6 Senior Staff Officer post will be required to show evidence of the following competences:

### **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

### **APPLICATION PROCESS:**

Fully completed official application form must be submitted via email to [jobapplications@kwetb.ie](mailto:jobapplications@kwetb.ie) no later than **12 noon on Tuesday, 21<sup>st</sup> January 2025**.

#### **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.

**Dr. Deirdre Keyes, Chief Executive**