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CHILL DARA AGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

INFORMATION GUIDE

Confined competition from the Education and Training Sector Candidate Pool which comprises of serving staff employed in ETBs and IOTs, which are now Technological Universities (TU's) for the filling of:

Permanent Staff Officer (Grade V)

Initial Location: Finance Department, Kildare and Wicklow ETB, Naas Co.Kildare or Wicklow Town, Co.Wicklow.

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

Post Summary:

In conjunction with The Assistant Principal Officer and The Administrative Officer, the Staff Officer will have responsibility, under general direction, for banking, financial reporting and expenditure analysis in KWETB. The successful applicant will have strong analytical skills and take responsibility for decision making in the section or area.

The 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.

Duties & Responsibilities will include:

- Ensuring compliance with Procurement, audit, revenue and governance requirements.
- Assist in the management of the day-to-day banking for the Finance department.
- Oversight and financial analysis for FET and schools financial management.
- Overseeing KWETB bank accounts held locally by schools and centres.
- Provide assistance and support to new FET projects relating to financial and reporting administrative support.
- Prepare financial reports, statistics, and support departmental and SOLAS returns as required.

- Complete grant claims and other financial returns in accordance with instruction and deadlines.
- Provide guidance and training to stakeholders internally around financial management.
- Assist in the development and maintenance of Financial policies and processes
- Ensuring that payments are processed in accordance with financial procedures.
- Supervision of the Apprentice and Learner payments team.
- Assisting with internal and external audits.
- Contribute to the effective working of the Finance Team by representing the team, suggesting improved ways of working and supporting other team members.
- Support the finance management in different work projects, as required, from time to time.
- Carry out any other duties appropriate to the grade which may be assigned from time to time.

The list is not exhaustive, and may from time to time be determined by the regulations of the Department of Education

Desirable requirements:

- Have a good knowledge of the ETB Financial Systems
- Have good knowledge and understanding of ETB/Public Sector policies and procedures.
- Possess excellent administrative, organisational and project management skills.
- Demonstrate excellent team player and leadership skills.
- High level communication and interpersonal skills.
- Demonstrate accuracy, attention to detail and ability to work to deadlines.
- Competent at report writing and record keeping management.
- Possess strong analytical and problem solving skills.
- Have excellent ICT skills and a proven ability to quickly learn new information, processes and procedure.

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;

- **CONFINED COMPETITION:** have at least two years in a Grade III post, or equivalent, or higher, in the Education and Training Sector. For the purposes of filling this vacancy at least two years' service in an ETB Caretaker Grade will also be considered valid.
- have successfully completed their probation period, or have successfully completed a probation period at a lower eligible grade.
- Be employed in an ETB /Technological University at the time of applying. Any candidate that is not employed in any of the aforementioned organisations are not eligible for consideration.

Competencies required

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

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet it's objectives

Analysis and Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
- Identifies and understands key issues and trends
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation

- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented

Interpersonal and Communication Skills

- Modifies communication approach to suit the needs of a situation/ audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills/ expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

Drive & Commitment to Public Service Values

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/team work
- Is personally honest and trustworthy
- Acts with integrity and encourages this in others

Starting Salary

The Salary Scale is as follows, effective from 1st March 2025:

€51,211, €52,740, €54,302, €55,895, €57,503, 1st Long Service Increment €59,372, 2nd Long Service Increment €61,252

Candidates should note that the starting salary will be at the minimum of the appropriate payscale and will not be subject to negotiation. Different remuneration and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Application process

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Thursday, 17th April 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

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