PRINCIPAL CONDITIONS OF SERVICE IN THE POST OF STAFF OFFICER- FINANCE DEPARTMENT – CONFINED

Nature of the Position
The position is whole-time, permanent and pensionable, subject to contract.

Remuneration
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

This rate is gross before deduction, inter alia, of the employee's contribution to the pension scheme to be operated by the Board.

Subject to the Staff Officer satisfactorily completing his/her first year of probation, s/he may be granted the first increment of salary one year from the date of appointment (subject to the terms of any existing national pay agreements) and may be awarded subsequent increments on a yearly basis subject to satisfactory service.

The rate of total remuneration of the Staff Officer

(a) may be adjusted from time to time in accordance with Government pay policy as applying to public servants generally

(b) may be revised from time to time by the Minister with the consent of the Minister for Public Expenditure and Reform.

The rate of PRSI applying to the post will be in accordance with the relevant legislation or regulations of the Department of Social Protection.

Starting Salary
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.

Probationary Period
For the first year the Staff Officer will be on probation. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

Annual Leave
The Staff Officer will (in addition to the usual Public and Bank Holidays) be entitled to 25* working days holidays in each year to be taken at a time or times convenient to the Board.

Rest Periods
The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

Superannuation
The Staff Officer will be a member of the Single Public Service Pension Scheme, unless s/he is exempted in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Full details of the Scheme and exceptions are available at

http://per.gov.ie/single-scheme/ Contributions are deductible at 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

If the Staff Officer is not eligible to join the Single Public Service Pension Scheme, s/he will be a member of the Education Sector Superannuation Scheme. Contributions are deductible at the rate of 3.5% of net pensionable remuneration and 1.5% of pensionable remuneration, if fully insured, and 5% of remuneration if not. Members of the Education Sector Superannuation Scheme must also join the associated Spouses', Civil Partners' and Children's Pension Scheme and a contribution of 1.5% of pensionable remuneration generally applies for that scheme.

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012, which became law on 28 July 2012, imposes a 40 year limit on the total service which can be counted towards pension where a person has been a member of more than one public service pension scheme, other than the Single Scheme. This may have implications if the Director acquired pension rights in a previous public service employment. The Act also applies abatement of pension for all Civil and Public Servants who are re-employed across the wider public service. This may have pension implications if the Director is currently in receipt of a Civil and/or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during this employment.

Any prior service with the Board in respect of which a marriage gratuity or any other gratuity has been paid shall not be reckonable for pension purposes unless an appropriate refund is made in respect of that gratuity.

Location
Initial location will be KWETB Finance Department Naas, Co.Kildare or Wicklow Town, Co. Wicklow or such other office location within the ETB as determined by the Chief Executive. You may be required to travel, within and/or outside, of Ireland in performance of your duties.

Adoptive / Carers / Parental / Force Majeure Leave
Adoptive / Carers / Parental Leave will be granted in accordance with the arrangements authorised by the Minister for Education and Skills. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.

Sick Leave
Sick Leave will be in accordance with established procedures and conditions for ETB staff generally.

General
The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

*KWETB existing staff who have their leave entitlements set in accordance with Circular 0008/2014, these staff will, upon promotion:

- Maintain their current leave entitlement, if the leave entitlement for the grade to which they are promoted is lesser than their current entitlement, subject to a maximum entitlement of 30 days annual leave.
- Those staff with a current annual leave entitlement of greater than 30 days will have their leave entitlement reduced to 30 days.