

**Executive Officer - Finance**

**Competition Information Booklet**

Please read carefully

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| **Position:** Executive Officer - Finance**Grade:** Executive Officer**Directorate:** Finance and Corporate Services**Reporting to:**  Accounts Payable and Receivable Supervisor**Location:** Blended work model with office location(s) in Dublin 2 The NTA is consolidating its office locations later in 2024 to brand new office space in Haymarket, Smithfield, Dublin 7 **Starting salary:** €34,562Closing date for receipt of completed applications:**12pm (noon) on Friday, 5th April** **Contact: careers@nationaltransport.ie** |

The National Transport Authority is committed to a policy of equal opportunity.

**Overview of the National Transport Authority**

The National Transport Authority (NTA) is a statutory body established by the Minister for Transport on 1 December 2009.

At national level, the Authority has responsibility for securing the provision of public passenger land transport services, including subsidised bus and rail and light rail services. The Authority also licenses public bus passenger services delivered by private operators and has responsibility for the regulation of the small public service vehicle (SPSV) industry (taxis, hackneys and limousines). Other areas of responsibility include the State’s rural transport programme, integrated information systems for public transport customers, management of the Integrated Ticketing Scheme for Ireland (the Leap Card system), and regulation of vehicle clamping.

Within the Greater Dublin Area (GDA) the Authority carries additional responsibilities including:

* Strategic planning of transport;
* Development of an integrated, accessible public transport network;
* Promoting cycling and walking;
* Provision of public transport infrastructure generally including light rail, metro and heavy rail; and
* Effective management of traffic and transport demand.

The GDA includes the local authority areas of Dublin City, Fingal, Dún Laoghaire-Rathdown, South Dublin, Kildare, Meath and Wicklow.

Currently the Authority is involved in the implementation of a number of major projects and programmes, including the BusConnects programme, Metrolink, the DART+ Programme as well as a cycling infrastructure programme and various other projects and programmes in the sustainable transport area. In addition, the Authority is currently planning networks of public transport services in several towns throughout the State, and regularly reviews the effectiveness of urban networks in cities outside of the GDA at achieving transport and climate related objectives.

Further information on the Authority is available on its website [www.nationaltransport.ie](http://www.nationaltransport.ie)

The National Transport Authority wishes to recruit a suitably experienced and qualified individual to the role of Executive Officer – Finance. The National Transport Authority wishes to establish a panel of suitably experienced and qualified Executive Officers from which vacancies may be filled as they arise. The panel will be live for one year and may be extended for a further year.

**Central Finance**

The central finance team acts as a key support and central point for the varying activities of the NTA. The team play a central role in financial management of the Authority, including accounts payable, accounts receivable, grants administration, payroll, fixed assets, supporting production of the monthly management accounts, financial and operational reporting, the preparation and consolidation of annual budget process and the annual financial statements. The team also play a key role in business partnering with cost centre owners and other business units, liaising and coordination with other finance units and the oversight and reporting on the fixed assets of the Authority.

From a financial management perspective, key responsibilities include providing governance and oversight on:

* The administration of approx. €900m per annum of Capital Investment funding with partners including public transport operators and local authorities;
* The administration of approx. €900m per annum of Public Service Obligation funding with transport operators to provide transports services that are necessary but not commercially viable; and
* Approx. €20m per annum of Rural Transport Programme funding to small transport bodies located around the country.

Additionally, the NTA are responsible for managing the Leap card scheme that now supports approx. €300m of fare revenue per annum and approx. 140m passenger journeys per annum with further expansion in this area expected.

**Duties and Responsibilities**

The individual will play a role within the central finance team to support Accounts Payable and Receivable. They will proactively contribute to the maintenance of a positive and open working environment within the central finance function. They will ensure that interactions with all stakeholders are carried out in a courteous, patient and professional manner. The individual shall complete their tasks, including those listed below, to the highest standards

The key duties of the Executive Officer- Finance are as follows:

* Support to the Accounts Payable function including Purchase Order (PO) monitoring and maintenance, processing of supplier invoices and credit notes and weekly payment runs
* Managing Supplier tax compliance (PSWT) and other tax areas as required
* Support the Accounts Receivable function
* Administration of staff expenses in accordance with NTA policies and Revenue and public sector requirements
* Financial reporting including reconciliations and analysis
* Point of contact for the C&AG & internal and external stakeholders providing support where required
* Assist with the preparation of responses to external stakeholders, for example the preparation of responses to Freedom of Information requests;
* Assist with reporting to finance and non-finance user and assist in query management
* Document, update and implement existing and new policies and procedures and ensure they are communicated to the team and other stakeholders.
* Collaborate on projects as part of a continuous improvement program, including the utilisation of technology and financial systems to streamline business processes. Coordinate and assist in the development of Finance Systems upgrades and enhancements
* Process customer and supplier invoices in accordance with relevant NTA procedures;
* Complete month-end supplier reconciliations, ensuring the timely resolution of any exceptions arising;
* Complete month-end bank reconciliations;
* Complete other reconciliations and financial analysis to support the financial month-end process and the effective operation of the finance function;
* Assist with the processing of supplier payments;
* Assist with the staff payroll process;
* Assist with any finance system development or implementation within areas of responsibility;
* Assist with the various audits and reviews that take place throughout the year;
* Ensure procedures are clearly documented within area of responsibility; and
* Ad-hoc finance projects/tasks and to perform other related duties as assigned

**Note:** The functions and responsibilities initially assigned to the position are based on the current organisational requirements and may be changed from time to time. The person appointed requires the flexibility to fulfil other roles and responsibilities at a similar level within the Authority.

**Essential Criteria**

**Please note: In order to satisfy the shortlisting panel that you meet these criteria you must explicitly reference how you meet same in your application. Failure to demonstrate these may prevent your application progressing to future shortlisting stages.**

Each candidate must meet the following requirements at the time of the competition closing:

1. Hold a minimum of a National Framework of Qualifications (NFQ) Level 4 qualification or equivalent;
2. Have a minimum of 2 years recent relevant satisfactory work experience within a finance area;
3. Be competent in the use of MS office applications, in particular MS Excel and MS Word; and
4. Have experience working with financial accounting systems.

**Desirable Criteria**

**Please note: Should further shortlisting be required after essential criteria above, a selection of the following may be assessed.**

The ideal candidate will also have:

1. A qualification in business, finance, technology or related area;
2. Good interpersonal and communication skills;
3. The ability to work on own initiative and as part of a team; and
4. The ability to organise and prioritise workload to meet deadlines.

**Remuneration**

**Salary Grade: Executive Officer**

**Salary Scale: €34,562, €36,464, €37,538, €39,634, €41,513, €43,330, €45,141, €46,914, €48,705,**

 **€50,446, €52,264, €53,482, €55,219 (LS1), €56,969 (LS2)**

**Personal Pension Contribution (PPC) rate.** This salary is payable to an individual who is required to make a personal pension contribution (PPC) to their main pension (in general those persons whose initial appointment to the Public Service is on or after 6th April 1995).

**€33,017, €35,164, €36,014, €37,845, €39,626, €41,356, €43,074, €44,757, €46,458, €48,112, €49,814, €50,953, €52,584 (LS1), €54,231 (LS2)**

**Non Personal Pension Contribution (non-PPC) rate.** This salary is payable to an individual who is not required to make a personal pension contribution (PPC) to their main pension scheme.

**Annual Leave:** 23 days per annum. This leave is on the basis of a five day week and is exclusive of the usual public holidays.

**Note:**

* entry will be at point 1 of the scale and will not be subject to negotiation;
* different pay and conditions may apply if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant;
* the rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Contract:** Permanent Contract

**Probation:** There is a 6 month probationary period which may at the discretion of the CEO be extended to 10 months.

**Selection Process**

Prior to completing your application please read the Important Candidate Information Booklet on our careers page here: [www.nationaltransport.ie/about-us/careers](https://www.nationaltransport.ie/about-us/careers/)

**How to Apply**

Please submit your application in one single word document or PDF referencing the title of the role you wish to apply for in the subject of the email to **careers@nationaltransport.ie** with the following:

1. A comprehensive cover letteroutlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the role of Executive Officer – Finance; and
2. A comprehensive CV (not to exceed 3 pages).

Please note that omission of any or part of the 2 requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

**Closing Date**

**The closing date and time for applications is strictly 12pm (noon) on Friday 5th April 2024. Applications received after the specified deadline cannot be accepted.**

If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please email **careers@nationaltransport.ie.**

**Executive Officer - Finance**

**Key Competencies**

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| **People Management** | Consults and encourages the full engagement of the team, encouraging open and constructive discussionsaround 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 its objectives |
| **Analysis & 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 theresources 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 & 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 theunit and Department/ Organisation and can communicate this to the team |
| Leads by example, demonstrating the importance of development by setting time aside for developmentinitiatives 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 |