

**Senior Financial Controller**

**Competition Information Booklet**

Please read carefully

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| **Position:** Senior Financial Controller**Grade:** Principal Officer Higher**Directorate:** Finance and Corporate Services**Reporting to:**  Director of Finance and Corporate Services**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:** €108,576Closing date for receipt of completed applications:**12pm (noon) on Friday 17th May 2024.****Contact: ntacareers@rsmireland.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.

The Authority’s Capital Investment Programme includes an exciting and challenging range of projects and programmes for development and delivery over the coming years. These include mega-projects such as MetroLink, BusConnects Dublin and the DART+ Programme, together with numerous other major projects/programmes in the heavy rail area, light rail area, bus infrastructure and public transport fleet, in addition to a large portfolio of projects in the active travel area. Along with other initiatives in the areas of micro-mobility, transport technology and climate adaption, there are stimulating and rewarding opportunities to make a real contribution to enhancing Ireland’s overall transport system.

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 Senior Financial Controller.

**Duties and Responsibilities**

The appointee will be responsible for financial management, internal financial control, and financial planning/reporting within the National Transport Authority (NTA). The appointee will also act as deputy to the Director of Finance and Corporate Services. The NTA Senior Financial Controller will carry out the following functions:

* Development of the financial systems, reporting capability and controls environment to support the capital and current expenditure programmes of the NTA;
* Develop budgets and monitor expenditure (budget of €2.4bn in 2024);
* Preparation of monthly management accounts and the annual financial statements;
* Maintain an excellent standard of governance, internal controls and risk management;
* Consolidate and manage financial reporting of NTA corporate activities, Transport Planning Investment, Public Service Obligation (PSO), Taxi Regulation, the Integrated Ticketing Scheme (LEAP), Next Generation Ticketing and Rural Transport;
* Reengineering and automation of existing business processes and practices to increase the efficiency and timeliness of financial transaction processing and financial reporting;
* Building strong business partner relationships with internal and external stakeholders;
* Develop best practice financial and treasury policies in line with Government guidelines;
* Ensure compliance with the Public Spending Code and the Code of Practice for Governance of State Bodies;
* Devise and implement value for money strategies;
* Manage the Central Finance, Public Service Obligation (PSO), Integrated Ticketing, and Rural Transport Finance Teams;
* Report to relevant Government departments on financial matters and to the Comptroller & Auditor General;
* Plan and monitor the audit of expenditure against public transport service contracts and NTA capital grants to 3rd parties;
* Liaise with and support the Internal Audit function;
* Manage finance related service providers and advisors;
* Ensure the NTA is tax compliant;
* Ad hoc project work; and
* Generally support the work of the Authority.

***Please note:*** *It is intended that the Procurement Section will be moved under this role at a future point.*

***Key Elements of Duties:***

More specifically, the NTA Senior Financial Controller shall undertake the following tasks to the highest standards:

***Financial Reporting and Systems:***

* Develop the financial system and controls environment for the NTA’s expenditure and also to accommodate any additional functions that may be taken on by the NTA;
* Develop financial and management reporting capability to support the operational needs and strategic objectives of the NTA;
* Prepare multi-annual budgets and continually review expenditure against budget;
* Preparation of monthly management accounts, financial dashboards, and the annual financial statements;
* Manage the Central Finance, Public Service Obligation (PSO), Integrated Ticketing, and Rural Transport Finance Teams,
* Manage a network of external contractors and advisers;
* Ensure timely remittance of all returns to Revenue;
* Prepare financial reports for the Board and the Audit Committee of the Board;
* Manage payroll processes and staff superannuation schemes; and
* Respond to and interface with the Comptroller and Auditor General and the Internal Audit Function.

***Financial Analysis and Value for Money (VFM):***

* Prepare rolling forecasts of long-term funding requirements to meet multi-annual project commitments;
* Manage and ensure adequate control over the disbursement of capital grants and subventions to local authorities, transport agencies and transport operators;
* Treasury management; and
* Further enhance the ‘value for money’ ethos within the Authority.

***Financial Governance:***

* Maintain and continuously develop a comprehensive suite of financial policies and procedures to ensure best practice governance and financial controls in accordance with the Code of Practice for Governance of State Bodies and the Public Spending Code;
* Monitor, report and take action on financial governance compliance; and
* Ensure that a systematic risk assessment process is embedded in the Finance Function.

**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 professional accountancy qualification and be admitted to membership of a recognised professional body of accountants;
2. Have at least 10 years’ satisfactory relevant experience as a professional accountant or equivalent experience in a public sector accounting environment, with 5 of those years working as a manager;
3. Experience in financial management and developing comprehensive internal control, risk management and assurance systems;
4. Experience of conducting and leading audits;
5. Have knowledge and experience of investment appraisals, cost benefit analysis, and development of business cases;
6. Appropriate experience of managing and developing large and diverse finance teams;
7. Experience of leading complex financial systems implementations;
8. Have project management skills and experience;
9. Strong technical accounting skills and knowledge of accounting standards;
10. Experience of ensuring best in class data protection and cyber security controls for financial systems and practices;
11. Strong contract management skills and experience;
12. Excellent interpersonal and communication skills; and
13. Ability to work on own initiative, as part of a team and as leader of a group.

**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:

1. Hold a minimum of a NFQ level 7 qualification in a finance, business or related discipline;
2. Have knowledge of practices/procedures of the public sector and particularly public sector accounting procedures;
3. Have knowledge of public procurement procedures at national and EU level;
4. Have knowledge and experience of high volume transactions environment and associated internal control systems; and
5. Have knowledge of corporate governance and the requirements of the Code of Practice for the Governance of State Bodies.

**Remuneration**

**Salary Grade: Principal Officer Higher Scale**

**Salary Scale: €108,576, €113,047, €117,539, €122,021, €125,843, €129,870 (LS1), €133,897 (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).

**€103,142, €107,395, €111,663, €115,917, €119,553, €123,381 (LS1), €127,206 (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:** 30 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**

**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 **ntacareers@rsmireland.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 Senior Financial Controller;
2. A comprehensive CV (not to exceed 3 pages); and
3. A fully completed Key Achievements Form (attached).

Please note that omission of any or part of the 3 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 17th May 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 **ntacareers@rsmireland.ie.**

**Senior Financial Controller - Key Competencies**

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| **Leadership & Strategic Direction** | Leads the team, setting high standards, tackling any performance problems & facilitating high performance |
| Facilitates an open exchange of ideas and fosters and atmosphere of open communication |
| Contributes to the shaping of Departmental / Government strategy and policy |
| Develops capability and capacity across the team through effective delegation |
| Develops a culture of learning & development, offering coaching and constructive / supportive feedback |
| Leads on preparing for and implementing significant change and reform |
| Anticipates and responds quickly to developments in the sector/ broader environment |
| Actively collaborates with other Departments, Organisations and Agencies |
| **Judgement & Decision Making** | Identifies and focuses on core issues when dealing with complex information/ situations |
| Assembles facts, manipulates verbal and numerical information and thinks through issues logically |
| Sees the relationships between issues and quickly grasp the high level and socio-political implications |
| Identifies coherent solutions to complex issues |
| Takes action, making decisions in a timely manner and having the courage to see them through |
| Makes sound and well informed decisions, understanding their impact and implications |
| Strives to effectively balances the sectoral issues, political elements and the citizen impact in all decisions |
| **Management & Delivery of Results** | Initiates and takes personal responsibility for delivering results/ services in own area |
| Balances strategy and operational detail to meet business needs |
| Manages multiple agendas and tasks and reallocates resources to manage changes in focus |
| Makes optimum use of resources and implements performance measures to deliver on objectives |
| Ensures the optimal use of ICT and new delivery models |
| Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements |
| Instils the importance of efficiencies, value for money and meeting corporate governance requirements |
| Ensures team are focused and act on Business plans priorities, even when faced with pressure |
| **Building** **Relationships &** **Communication** | Speaks and writes in a clear, articulate and impactful manner |
| Actively listens, seeking to understand the perspective and position of others |
| Manages and resolves conflicts / disagreements in a positive & constructive manner |
| Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives |
| Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals |
| Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks |
| Makes opinions known when s/he feels it is right to do so |
| **Specialist Knowledge, Expertise and Self Development** | Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and recognised by people internal and external to the Department/ Organisation |
| Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role |
| Maintains a strong focus on self-development, seeking feedback and opportunities for growth |
| **Drive & Commitment to Public Service Values** | Consistently strives to perform at a high level |
| Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues |
| Contributes positively to the corporate agenda |
| Is personally trustworthy, honest and respectful, delivering on promises and commitments |
| Ensures the citizen is at the heart of all services provided |
| Is resilient, maintaining composure even in adverse or challenging situations |
| Promotes a culture that fosters the highest standards of ethics and integrity |

**Senior Financial Controller - Key Achievements Form**

Having read through the key competencies and having considered the demands of the role, for each of the competencies below, please briefly demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date, and which clearly demonstrates your suitability for this position.

Your answer must highlight all elements of the STAR competency framework – which is outlined below:

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| **S**ituation  | Present a challenging situation you found yourself in |
| **T**ask | What did you need to achieve from the situation?  |
| **A**ction | What action did you personally take to achieve this?  |
| **R**esult | What was the result of your action?  |

Please note, there is a maximum page count of **3 A4 pages at font size 10-12.**

The key achievements form commences on the next page.

**Senior Financial Controller - Key Achievements Form**

Please complete all sections of the form below.

**Where did you hear about this role (i.e. Publicjobs.ie, Irishjobs.ie, Irish Times, LinkedIn)?**

**Name:**

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| **Leadership & Strategic Direction** |
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| **Judgement & Decision Making** |
|  |
| **Management & Delivery of Results** |
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| **Building Relationships & Communication**  |
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| **Specialist Knowledge, expertise & Self-Development** |
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