

GRADE VII ADMINISTRATIVE OFFICER - PERMANENT IN THE FINANCE DEPARTMENT

JOB DESCRIPTION

- REPORTING TO:** APO Finance, Director of OSD, Chief Executive or any other designated Officer.
- NATURE OF POSITION:** Permanent.
- PLACE OF WORK:** Cavan/Monaghan
- HOURS OF WORK:** Monday to Friday - 35 hours per week.
- SALARY SCALE:** Salary will be paid in accordance with such rates as may be authorised by the Minister of Education from time to time for Grade VII positions.

ROLE AND RESPONSIBILITIES:

The responsibilities for the post include,

- To supervise and control the CMETB creditor function including reconciliation of system payments.
- To ensure all Financial and statutory Regulations and controls are implemented and adhered to, including implementation and adherence to Revenue guidelines.
- To ensure all financial reports are completed accurately and timely reports and accounts are produced.
- To ensure accurate and timely preparation of documents for audit and resultant action from audit findings.
- To monitor reports arising from all activity in the region and the maintenance and supervision of records.
- To engage with members of the Education Shared Business Services (ESBS) team when required.
- To ensure CMETB is compliant with best practice and all internal and national standards and regulations related to financial governance.
- To monitor, implement, and improve internal financial controls to ensure high standards are sustained in relation to financial management.
- To assist in the preparation of annual financial statements in compliance with relevant accounting standards.
- To work with management to improve their oversight of Governance and Risk Management
- To review and update Finance policies and standard operating procedures for CMETB Finance section.
- Planning, managing and co-ordinating of workflow and processes to ensure efficient delivery of services.
- Undertake or oversee any other duties/projects as required and directed by Management from time to time, having regard to the changing needs of the service.

**** This job description is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. It will be reviewed from time to time.***

COMPETENCIES

The person appointed to this post will be required to show evidence of the following **6 competencies** in their application form.

LEADERSHIP POTENTIAL

- Is flexible and willing to adapt, positively contributing to the implementation of change
- Contributes to the development of policies in own area and the broader 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 AND 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 business 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 on an issue
- Is resourceful and creative, generating original approaches when solving problems and making decisions

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 AND 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 into taking action.
- Works to establish mutual understanding to allow for collaborative working

SPECIALIST KNOWLEDGE, EXPERTISE AND SELF DEVELOPMENT

- Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department/Organisation
- Develops the expertise necessary to carry out the role to a high standard and shares this with others
- Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/ or wider public service
- Consistently reviews own performance and sets self-challenging goals and targets
- Has significant expertise in his/her field that is recognised and utilised by colleagues

DRIVE AND 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
- Upholds the highest standards of honesty, ethics and integrity

SHORTLISTING

Shortlisting will take place on the basis of the information provided in the application form. During any shortlisting exercise that may be employed, CMETB examines the application forms and assesses them against criteria based on the requirements of the position. It is therefore in the candidates' own interests to provide a detailed and accurate account of qualifications and experience in their application form. Additional data is not accepted after the 12-noon deadline.

THE SELECTION PROCESS MAY INCLUDE:

- Shortlisting of candidates on the basis, of the information contained in their application.
- Qualifying preliminary interview.
- A presentation.

THE SELECTION PROCESS WILL INCLUDE:

- A competitive interview.
- Reference checking.
- Completion of a satisfactory pre-employment medical assessment.

Cavan and Monaghan Education and Training Board is an equal opportunities employer.

References may be checked prior to interview.