



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Financial Management Accountant

3 Year Fixed Term Contract

Closing Date: Friday 4th October 2024

To be read in conjunction with

Candidate Information Booklet

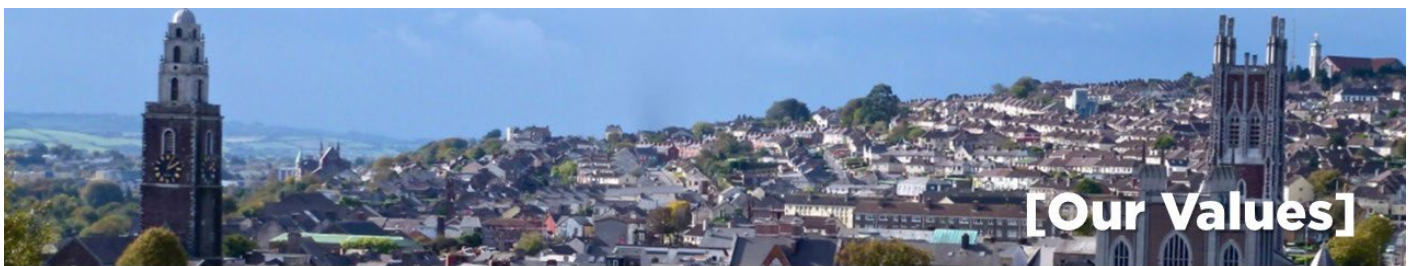
BACKGROUND

Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the [National Planning Framework \(NPF\)](#). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of approximately €292 million for 2024 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's [Corporate Plan](#) can be viewed on our website: [Corporate Plans - Cork City Council](#)



Public Good

We provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



Trust & Integrity

We act honestly, openly and fairly in all our dealings.



Respect

We treat all people equally with due regard for their needs and rights.



People Centric Approach

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement



Responsibility

We are accountable and transparent and act responsibly in our dealings and decision making.



Innovation

We continually seek progressive and creative approaches in the services we deliver.



Comhairle Cathrach Chorcaí
Cork City Council



The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. As Financial Management Accountant, you will be contributing to achieving our vision of leading Cork to take its place as a world class city. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Applications are invited from suitably qualified candidates for inclusion on a panel from which temporary appointments may be made to the position of Financial Management Accountant (3 Year Fixed Term Contract).

THE ROLE

The position is a senior position within the Finance function reporting to the Head of Finance. The successful candidate will be responsible for modernising and managing change in the Finance function. They will be responsible for introduction of new initiatives, policies and procedures and working with multidisciplinary teams. The successful candidate will work in a dynamic and progressive local authority which provides a multiplicity of services to Cork City. This is a Fixed Term Contract for 3 years.

The Finance Department has responsibility for:

- Financial and management accounting and reporting;
- Preparation of revenue and capital budgets, and the Annual Financial Statements;
- Treasury Management of long and short-term finances, including investments and borrowings;
- Development and improvement of financial systems;
- Accounts Payable;
- Accounts Receivable;
- Payroll, Travel & Subsistence;
- Housing Loan Debt Management;
- Procurement management and compliance;
- Taxation Compliance; and
- Insurance management.

Local Government is placing a greater emphasis on strategic management, accountability, performance management and customer service. This position is a temporary appointment to a senior position within the Finance Function of Cork City Council reporting to the Head of Finance and will contribute to the development of the strategic finance function through the development of financial plans and managing change in the Finance Function. The successful candidate will play a key role in the management of the finance function including key areas such as management of the capital account, statutory financial reporting, taxation and statutory revenue budgeting. Working with multidiscipline teams, the successful candidate will work in a dynamic and progressive Local Authority which provide a multiplicity of services to the citizens, communities and business of Cork City.

Duties and Responsibilities:

Duties for the position shall include:

- Provide leadership of the accounting function (including performance management) developing, training and education of all finance staff to ensure the highest standards of proficiency and output.
- Build effective teams, develop motivation and commitment and maintain sound employee relations and morale in accordance with good employment practise and relevant legislation.
- Contribute to the ongoing development of the strategic finance function, oversee the preparation of a 3-year rolling Capital Programme of over €1 billion, that will underpin the delivery capital projects. Implement the plans that ensure the future capacity for achieving strategic objectives in the Corporate Plan are carefully resourced.
- Responsible for the Management of the Capital Account, liaise with project owners to ensure that capital outlays and funding streams are closely managed, and the up-to-date financial position is reflected on financial management system. Ensure that capital spend profiles are forecasted and kept up to date so cash flows can be effectively managed.
- Provide ongoing analysis of the capital account ensuring that it is correctly disclosed in the statutory accounts. Ensure that all relevant circulars such as the Affordable Housing Scheme, Part 5s, CALFs etc., are correctly reflected on the financial management system and completed projects are reflected on the Fixed Asset Register.
- Responsibility for the administration of the devolved finance structure. Providing financial advice and assistance to all departments to support the achievement of objectives set out in the Corporate Plan.
- Monitoring and implementing/improving internal controls and checks to ensure good financial control, that demonstrate Revenue obligations are being met and safeguarding of assets.
- Providing financial advice and assistance for all departments in terms of general finance issues and also specific issues such as taxation including VAT, RCT and PSWT.
- Liaison with internal and external auditors, audit committee, Revenue Commissioners, government bodies, local authorities and other professional advisors.
- Implement changes in existing Financial/non-financial systems as required to ensure information and reporting requirements are supported.
- Manage the treasury function including cashflow management, loan reporting & management.
- Promote and assist the implementation of good practice in: Risk Management; Procurement; Value for Money; Shared Services; Efficiency and Effectiveness;
- Other duties and responsibilities as may be assigned from time to time.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

QUALIFICATIONS FOR THE POST

1. **Character**

Each candidate must be of good character.

2. **Health**

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. **Education, Training, Experience, etc.**

Each candidate must, on the latest date for receipt of completed application forms:

- (i) Possess a professional accountancy qualification and be a member of a recognised body of accountants, and
- (ii) Have satisfactory experience of accountancy work, including management accounting and/or financial accounting, and
- (iii) Be experienced in the management of staff, and
- (iv) Possess knowledge of public sector finance.

Candidates must also:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable in all other relevant respects for appointment to the post concerned;
- Demonstrate evidence of Life-Long Learning and continual development;
- Demonstrate a strong ability in the following areas: Strategic Management and Change, Delivering Results, Performance through People and Personal Effectiveness.

Competency Framework

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

Strategic Management and Change

Strategic Ability

Displays the ability to think and act strategically. Can translate organisational mission and vision into clear specific and achievable objectives. Evaluates capacity and performance against objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.

Political Awareness

Has a clear understanding of the political reality and context of the organisation.

Networking and Representing

Develops and maintains positive and mutually beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.

Bringing about Change

Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.

Delivering Results – Problem Solving and Decision Making

Problem Solving and Decision Making

Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively in an environment of multiple stakeholders and complex information to ensure decisions are made in line with objectives.

Operational Planning

Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.

Managing Resources

Manages the allocation, use and evaluation of resources to ensure they are used efficiently to meet corporate priorities. Drives and promotes reduction in cost and minimisation of waste.

Delivering Quality Outcomes

Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard. Evaluates the outcomes achieved, identifies learning and implements improvements required

Performance through People

Leading and Motivating

Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops the competence of team members and helps them meet their full potential. Leads by example in terms of commitment, flexibility, and a strong customer service ethos.

Managing Performance

Effectively manages performance including managing underperformance or conflict. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility, and accountability.

Communicating Effectively

Actively listens to others and shares information with relevant stakeholders. Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups

Personal Effectiveness

Relevant Knowledge

Keeps up to date with current developments, trends, and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has knowledge and understanding in relation to statutory obligations of Health and Safety legislation and their application in the workplace.

Resilience and Personal Well Being

Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.

Integrity

Behaves in an honest, trustworthy, and respectful manner and is transparent, fair and consistent in dealing with others.

Personal Motivation, Initiative and Achievement

Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Works to keep knowledge and skills up to date and engages in regular critical reflection in order to identify how own performance can be improved.

Salary

The salary scale for the post of Financial Management Accountant (3 Year Fixed Term Contract) is:

€77,815 - €78,509 - €81,562 - €84,635 - €87,713 - €90,759 - €93,824 – LSI1 €97,300 – LSI2 €102,840

Applicants should note that entry point to the salary scale will be determined in accordance with circulars issued to the Department of Housing, Local Government & Heritage. The rate of remuneration may be adjusted from time to time in line with Government Policy.

In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale for the position at the minimum point.

Hours of Duty

The standard working week will be 35 hours per week. The role may, on occasion, include evening and weekend work. Overtime rates will not apply to additional hours worked outside of normal hours. The Council reserves the right to alter your hours of work from time to time.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities.

Candidates are advised to view our Candidate Information Booklet where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.

The deadline for receipt of applications is 4pm on Friday 4th October 2024.

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Recruitment Resources - Cork City Council](#)

We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.