



Clerical Officer Finance

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1. Overview

The Arts Council is the Irish government agency charged with leading the development of the arts in Ireland. We have an exciting opportunity for an individual to join the Council. Operating at Clerical Officer grade and assigned to the Finance Department, the successful individual will play a key role in working with colleagues and supporting teams to contribute to the work of the Council. Potential candidates should have excellent communication and interpersonal skills in addition to strong ICT and organisational skills, ideally with prior Finance experience. For further details, including the application process, see <http://www.artscouncil.ie/jobs/>

Closing date: 12.00 noon, Tuesday 25th July 2017 – Interviews will be held w/c 31st July 2017.

The Arts Council is committed to equal opportunity in employment and welcomes applications from all sections of the community.

An Chomhairle Ealaíon – foras forbartha na n-ealaíon á tacú ag Rialtas Éireann

2. Role Profile

Position:	Finance Assistant
Grade:	Clerical Officer
Whole-time equivalent:	Part-time (18.5 hours per week, worked across 5 days, exact roster to be agreed with the Finance Director/ Company Secretary)
Reports to:	The overall manager in the area is the Finance Director/Company Secretary, but the individual will work very closely with the Council Executive/Finance Officer and other members of the Finance team

Key Responsibilities (included but not limited to)

- Mainly working with the Council Executive/Finance Officer
- Assisting with the co-ordination of Council meetings and related reports
- Assisting with the preparation of Financial reports
- Assisting with maintaining the Fixed Assets Register
- Processing of Grants and Creditors Payments
- Assisting with the processing of Staff and Council members' expenses
- Work with/provide support to other Finance team members on general Finance duties including Audit preparation, filing, photo-copying and scanning
- On occasion may be required to provide assistance/cover to other departments

Person Specification

- A proven record of excellent administration and organisational skills, with strong attention to detail and a high level of confidentiality. Two – three years' experience in a finance environment is desirable.
- Excellent interpersonal, communication skills and ability (verbal and written), particularly in relation to contact with internal staff across all levels, Council members and external clients.
- Strong ICT skills and ability, ideally to include MS Office, in particular Excel,

Word and Outlook.

- Flexible and enthusiastic in the context of a busy and demanding workplace.
- An ability to anticipate needs, to work effectively as a member of a team and to work on your own initiative.
- A demonstrated commitment to contributing positively to a team and to effective ways of working.
- A commitment to high standards of public service.

3. Basis of Employment

€22,879, €24,375, €24,756, €25,498, €26,592, €27,684, €28,777, €29,869, €30,931, €31,995, €32,743, €33,795, €34,840, €36,471 LSI 1 €37,753ⁱ LSI 2 €38,341ⁱⁱ

- After 3 years' satisfactory service at the maximum*
- After 6 years' satisfactory service at the maximum*

This is the Personal Pension Contribution Scale (PPC) and applies to those appointed on or after 6 April 1995 paying the Class A rate of PRSI and a compulsory personal pension contribution.

Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Public service pension terms and retirement age conditions will apply in accordance with pension arrangements in the Arts Council.

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

A 6 month probation period applies.

4. How to Apply

To apply, please send a letter (no more than two pages) to recruitment@artscouncil.ie outlining why you are interested in the opportunity and where you believe your skills and experience meet the requirements of the role. Additionally, please attach a comprehensive curriculum vitae (c.v.) clearly showing the relevant achievements and experience in your career to date.

The closing date for receipt of applications is 12:00 noon, Tuesday 25th July 2017. Interviews will take place w/c 31st July 2017.

The Arts Council will acknowledge receipt of all applications. If you do not receive any acknowledgement within two working days of applying, please email hr@artscouncil.ie

5. Selection Methods

Selection methods may include:

- shortlisting of candidates on the basis of the information contained in their application to reduce the list of candidates to a more manageable number for interview;
- work sample tests, i.e. where the candidate is required to perform tasks that are similar to those that are performed on the job;
- an interview (which may/may not include a presentation or other exercise by the candidate);
- completion of a psychometric personality questionnaire;
- a second interview (which may/may not include a presentation or other exercise).

In the event of a short-listing exercise being employed, a selection panel will examine the applications and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience in your application.

6. Medical and Security

Candidates who come under consideration for appointment will be required to undergo a pre-employment medical examination in addition to Garda Vetting, which will also have regard to Child Welfare and Protection issues.

7. Eligibility

Candidates should note that eligibility to apply is open to citizens of the European Economic Area (EEA) - the Member States of the European Union along with Iceland, Liechtenstein and Norway.

It is the individual responsibility of former public or civil servant candidates to ensure their eligibility to apply. In particular, potential candidates who participated in a voluntary severance/redundancy or early retirement programme, received a redundancy payment or are in receipt of a public sector pension, should familiarise themselves with their individual conditions pertaining to public sector re-employment and declare same if applying.

8. References and Verification

It would be helpful if you could start considering names of individuals whom you feel would be suitable referees that we might consult (two - three names and contact details). The referees do not have to include your current employer, but he/she should be in a position to provide a reference for you. Please be assured that we will only collect the details and contact referees should you come under consideration for appointment.

Candidates will be required to provide verification of citizenship eligibility and qualifications in a form acceptable to the Arts Council.

9. Enquiries/Further Information

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email recruitment@artscouncil.ie

10. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strict confidence.

You can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the recruitment process.

11. Other Important Information

The Arts Council will not be responsible for refunding any expenses incurred by candidates including preparation for/attendance at interview or relocation.

Candidate Information Booklet

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

The above represents the principal conditions of employment and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in a detailed employment contract to be agreed with the successful candidate.
