Role Profile: Financial Accountant (Finance)

HRB Grade VII Job Family (consisting of Services IV / R&I IV / Research Officer grade)

Background

The Health Research Board (HRB) is a statutory agency under the aegis of the Department of Health. As the lead agency in Ireland responsible for supporting and funding health research, generating health information and promoting the use of evidence in policy and practice, we are motivated and inspired by our vision – healthy people through excellent research and applied knowledge. The Health Research Board’s (HRB) mission is to improve people’s health and enhance healthcare delivery. An overview of the HRB’s objectives and activities may be found in Research, Evidence, Action: HRB Strategy 2016-2020. (www.hrbstrategy.ie).

Key responsibilities of the post of Financial Accountant (Grade VII)

The HRB is now seeking to recruit a full-time, permanent Financial Accountant who will be required to deliver outputs which are aligned to Strategic Action C.3.6 and to ensure the continued provision of the financial services necessary for the day-to-day operation of the HRB and the financial management of research awards.

Duties will include (but are not limited to)

Delivery of day-to-day Financial Accounting activities

- Assisting with the production of monthly management accounts, reconciliations, journals and other such work that may be required as part of the process.
- Assisting with the production of annual financial statements, supporting notes, schedules and Comptroller and Auditors General queries.
- Assisting with the production of budgets, forecasts and cashflows.
- Assisting the Research Accountant as may be needed from time to time.
- Management of the financial systems, general ledger, accounts payable and the cash and banking systems.
- Oversee the work performed by the Accounts Assistant and resolve any queries that they may have or that a member of staff may have raised that the Accounts Assistant has escalated.
- Purchase requisition review and sign-off.
- The Financial Accountant would be expected to work on such ad-hoc tasks and assignments as delegated to them by the Head of Finance including:
  - To be the main Health Information & Evidence Directorate Liaison.
  - To be the finance lead for the upcoming Evidence Study.
  - To assist with the internal audits.
  - To assist with Host Institution Audits.
  - To be responsible for Capital ICT Drawdowns.
**Procurement, Value for Money and Contract Management**

- To oversee the application of procurement procedures to ensure value for money.
- Have responsibility for the area of procurement from a Finance Function perspective.
- To prepare an Annual Corporate Procurement Plan for the HRB.
- To monitor and develop the procurement procedures and policies of the HRB to ensure that they are in-line with Irish and EU regulations.
- To manage the procurement process and provide advice and technical support to budget holders on the use of effective purchasing and tendering procedures, including the e-tenders website.
- To conduct thematic value-for-money reviews and make practical recommendations for cost savings.
- To have responsibility for contract management.
- To manage the tender assessment and award process and to manage the contract agreement process.
- To develop and implement a project risk management process.

**Financial management system maintenance**

- Be the in-house expert on the functionality of Financial Management System (“FMS”), namely, Agresso Business World.
- Take responsibility for the maintenance of the FMS, to include maintaining nominal ledger codes, attributes, workflows and relationships.
- Act as first point of contact for the FMS with internal and external stakeholders.
- Manage the introduction of new technologies and software upgrades and the training of staff.
- Develop and improve the HRB’s FMS by working with the Head of Finance, Executive Team, Management Team and Unit 4 (FMS suppliers) to further meet the need of Managers in the HRB.
- Develop and enhance the FMS Reporting Suite to tailor Management Accounts and Financial Statements reporting.
- Develop and continuously enhance Managers dashboard and FMS users experience and interaction with the system.
- Ensure that the Grant Electronic Management System (“GEMS”) functionality is interfaced with the FMS so that financial information flows freely and is readily available in both systems as required.
- Liaise with RSF and the GEMS Administrator to ensure that GEMS upgrades and enhancements continue to meet the financial needs of the organisation.

**Financial Reporting**

The Financial Accountant would be responsible for the production and submission of the following Reports in a timely manner and in accordance with deadlines:-

- Prompt Payments.
- Third Party Returns - Section 891B.
- DoH Start of Year and End of Year ICT Submissions.
- Other Reports that may be required from time to time as delegated by the Business Lead Finance.

- To comply with the Government requirements of various Departments, including the Department of Health, Department of Finance and the Department of Business, Enterprise and Innovation.
- To comply the reporting requirements of the Revenue Commissioners.
- To provide comparable classified information for Government for the development of a national strategy for investment in R&D.
- To accurately represent the annual investment by the HRB in a published report.
- To report on HRB expenditure planning appraisal and evaluation processes.
- To ensure that the HRB policies and procedures are in accordance with Department of Health requirements.
- To ensure that best practice value for money was obtained for HRB investments.

- Develop and implement SOPs in accordance with 2020 Service Plan timelines and rolling these out to the Finance Team and HRB Staff as appropriate.
- Reviewing and enhancing the Finance Manual.
- Ongoing review and continuous improvement of the HRB’s Financial Internal Controls.
- Provide training, as appropriate, to both Finance and Non-Finance Staff and to develop training aides to ensure that training materials are available as a resource for the HRB.

Essential knowledge and experience

This role profile reflects the grade/responsibilities appropriate to Services IV / R&I IV / Research Officer grade in the HRB and maps approximately to a Civil Service role at Higher Executive Officer level. Competencies incorporated into the role profile reflect the competency framework issued in conjunction with the Civil Service PMDS for 2013 which has been adapted by the HRB.

Formal requirements include:

- A higher degree, or suitable professional qualification at an equivalent level and at least five years’ appropriate professional experience
- Membership of a recognised professional accounting body – ACCA, ACA or CPA
- Ideally, the candidate will have served an apprenticeship with a firm of accountants that includes a significant period of audit experience (at least three years).

Desirable requirements include:

- Proven management experience in leading a professional team.
- Proven ability to think strategically and have the operational and project planning skills necessary to lead a team of senior professionals.
- Five+ years of post-qualification auditing, accounting and finance experience that includes:
  - Thorough knowledge of accounting principles and procedures.
  - Detailed understanding of financial management structures and accounting within the public sector.
  - Preparing Financial Reports to inform decision making,
  - Three+ years practical experience of audit.
  - Preparation of Financial Statements.
  - Preparing Financial Reports to inform decision making,
  - Inter-acting with the finance personnel in Research Performing Organisations and Government Departments.
  - Excellent accounting software user and administration skills, specifically with Agresso.
  - Excellent interpersonal, presentation, report writing and communication skills.
  - Excellent Microsoft Excel skills.
  - Highly proficient in MS Word, PowerPoint, Outlook and SharePoint.
- Three+ years of procurement that includes:
  - Preparation of annual procurement plans.
  - Experience of Business Analysis and provision of automating solutions.
  - Demonstrable efforts to achieve maximum Value for Money.
- Excellent communication, creative and influencing skills and the ability to manage professional staff.
- Demonstrated expertise in MS Excel Financial Modelling, PowerPivot, MS Word and PowerPoint
Competencies
Core Competencies for the Financial Accountant role are listed in Appendix A at the end of the document.

Reporting relationship
The Financial Accountant will report to the Business Lead - Finance or designate as appropriate.

Salary scale
Salary Range for Financial Accountant Lead (Grade VII) €49,837 - € 64,786
Note: this post is a full-time, permanent position.
Appointment will be made in accordance with the Department of Health guidelines. New entrants to the public service will be appointed at the first point of the scale.

How to apply
Please submit a cover letter and curriculum vitae by email to recruitment@hrb.ie. You must include the name of the post that you are applying for in the email subject line.

Closing date for applications is 12.00 Noon on Monday 4 May 2020.

NOTE: Interviews for this position are expected to take place during the period commencing 18 May 2020 to 5 June 2020.

If you require further information, please contact Karen O'Donnell, HR Officer at recruitment@hrb.ie or please refer to the Recruitment page on the HRB website at http://www.hrb.ie/about/recruitment/ for full details on this campaign.

The Health Research Board is an equal opportunities employer
Appendix A: Core competencies – Financial Accountant (Grade VII)

Teamwork and Leadership
• Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues should they arise.
• Provides clear information and advice as to what is required of the team.
• Strives to develop and implement new ways of working effectively to meet objectives.
• Leads and participates in the team by example, coaching and supporting individuals as required.
• Places high importance on people development, training and maximising the skills and capacity of the team.
• Is flexible and willing to adapt, positively contributing to the implementation of change.

Analysis & Decision Making
• Gathers and analyses information from relevant sources, weighing up a range of critical factors.
• Takes account of any broader issues and related implications when making decisions.
• Uses previous knowledge and experience in order to guide decisions.
• Makes sound decisions with a well-reasoned rationale and stands by these.
• Puts forward solutions to address problems.
• Judgement and decision-making.
• Identifies key stakeholders in work processes and ensure that they are involved in communications and decision-making.
• Ensures that identified tasks meet the goals and objectives set out in annual business plans.

Management & Delivery of Results
• Takes responsibility and is accountable for the delivery of agreed objectives.
• Successfully manages a range of different projects and work activities at the same time.
• Is logical and pragmatic in approach, delivering the best possible results with the resources available.
• Completes and delegates work effectively, providing clear information and evidence as to what is required.
• Applies appropriate systems/ processes to enable quality checking of all activities and outputs.
• Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers.

Interpersonal & Communication Skills
• Builds and maintains contact with colleagues and other stakeholders to assist in performing own role.
• Acts as an effective link between staff and senior management.
• Encourages open and constructive discussions around work issues.
• Projects conviction, gaining buy-in by outlining relevant information and selling the benefits.
• Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances.
• Presents information clearly, concisely and confidently when speaking and in writing.
Drive and Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives.
- Demonstrates resilience in the face of challenging circumstances and high demands.
- Is personally trustworthy and can be relied upon.
- Ensures that customers are at the heart of all services provided.
- Upholds high standards of honesty, ethics and integrity.

Specialist Knowledge, Expertise and Self Development

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and organisation and effectively communicates this to others.
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work.
- Focuses on self-development, striving to improve performance.