



## **FINANCE OPERATIONS MANAGER (Full Time Permanent Post)**

### **GENERAL JOB DESCRIPTION Duties and Terms & Conditions of Employment**

#### **1. PREAMBLE**

Mary Immaculate College is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's menu of educational programmes expand across two impressive campuses, one based in the heart of Limerick City and one in Thurles, Co. Tipperary. The diverse student community is made up of more than 5,000 learners, participating in twelve undergraduate degree programmes and a wide range of postgraduate programmes up to and including doctoral level. Academic staff members engage in professional academic research activities, and research underpins all teaching and learning at the College.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives.

#### **2. CANDIDATE PROFILE & SCOPE OF THE POSITION**

Mary Immaculate College wishes to fill the position of Finance Operations Manager on a fulltime, permanent basis.

The successful applicant will be required to manage a busy Finance Office in accordance with the annual financial cycle and will provide support and assistance to the Director of Finance and the Vice-President, Administration and Finance as required.

#### **In order to be considered for this position candidates must have:**

- A third level qualification at level 7 or higher on the National Framework of Qualifications in Finance, Accounting, Business Studies or similar;
- A recognised professional accountancy qualification and hold membership of a recognised accountancy body;
- Minimum 3 years post qualification experience;
- Experience of enterprise resource systems (e.g. Agresso, SAP, Oracle) and advanced IT skills and experience;

- Experience in yearend/financial close processes, preparation of financial reports, budgets and financial proposals, audits, development of policies and procedures;
- Excellent analytical skills with the ability to devise and implement appropriate solutions and an aptitude for process management optimisation and improvement;
- Excellent communication and interpersonal skills, with the ability to adapt communication style and technique to a wide variety of College contexts;
- Excellent organisational skills with the ability to work under pressure, adhere to strict deadlines and prioritise;
- Experience of staff management, teamwork and working on their own initiative.

**In addition, it is desirable that applicants have:**

- Experience within a large organisation;
- Previous relevant experience in the higher education or broader public sector;
- A working knowledge of the higher education sector governance and regulatory framework;
- Experience of Internal Control testing and risk assessment;
- Experience or familiarity with the Agresso financial system, Megapay payroll system, Fexco payments system and on-line ROS system.

*Cuirfear fáilte roimh iarratais ó dhaoine go bhfuil dearcadh dearfach acu i leith na Gaeilge. Applications are welcome from people who have a positive outlook to Irish.*

*Please note that current government policy may have implications for the re-employment of applicants who are currently in receipt of a public sector pension*

### **3. JOB DESCRIPTION**

The appointee will be required to carry out the duties attached to the post, under the general direction of the Director of Finance, to whom they report, and to whom they are responsible for the performance of these duties in the first instance. The appointee will also provide support to the Vice-President, Administration & Finance.

The appointee will report to any such other College Officers as the President may designate from time to time. The appointee will work with members of College Management, and will liaise with the Deans of Faculties, Heads of Departments, Course Leaders and other College personnel and with relevant College bodies in carrying out the duties attaching to the post.

The reporting relationship may be subject to review from time-to-time, in line with service needs and developments in the College.

### **Duties and Responsibilities**

- Provide comprehensive and confidential finance support to the Director of Finance and her other direct reports and to the Vice-President, Administration & Finance;
- Supervise Finance Office operations team, ensuring adequate cover in all areas and cross-training and process improvement to ensure the efficient running of the office;

- Ensure an accurate and complete record of financial transactions, including preparation or review of account reconciliations;
- Ensure proper filing and maintenance of financial records, promote a move to a paperless-office and manage compliance with GDPR;
- Ensure that all financial transactions are completed in a timely manner;
- Financial transaction processing and reporting as required;
- Ensure all relevant public service legislation and circulars are adhered to;
- Ensure complete, accurate and timely submission of tax returns and compliance with all taxation rules and manage ROS;
- Ensure appropriate segregation of duties;
- Develop and maintain policies and operating procedures for all finance processes;
- Management of Agresso financial system, including monthly and year end processes;
- Management of Megapay payroll system, including monthly and year end processes and reporting;
- Management of Filestream data management system;
- Manage other Finance Office systems and equipment;
- Agresso support and training for Finance Staff and end users;
- Departmental budgetary control including liaising with budget holders, responding to queries and processing journal entries;
- Preparation of management and annual accounts working papers;
- Preparation of annual College payroll budget and forecasts;
- Preparation of FTE quarterly and annual returns;
- Liaise with College and Comptroller & Auditor General (C&AG) auditors;
- Manage bank accounts and monthly cashflow reporting;
- Prepare Reports/Statistics submissions to the College and other external bodies;
- Manage and promote the use of intranet solutions including development and maintenance of a Finance SharePoint page;
- Manage content of Finance section within MIC website;
- Identify and/or support quality improvement projects within the finance function, including maximising use of existing systems Megapay, Agresso, and Filestream and involvement in new/upgraded systems roll-out;
- Provide support for internal audit reviews;
- Internal Control testing using the Finance Internal Control Framework in order to monitor and identify risk areas;
- Liaise with external bodies and organisations;
- Deal with students and faculty, and clients of the College;
- Maintain staff records for Director of Finance team;
- Promote and encourage staff development and training;
- Continuously work as part of a team with Director of Finance and other Finance Department staff.

The duties are broadly defined and the list of duties is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that the staff function in a flexible manner, and work together as a team the College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

## **4. TERMS AND CONDITIONS OF EMPLOYMENT**

### **General**

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

### **Place of Work**

The appointee's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the appointee to work from any other location. It is a requirement of the College that the appointee must reside within a reasonable distance of the College.

*Due to current public health restrictions the appointee may be required to discharge some or all of their working hours from home until such time as public health restrictions are no longer in effect.*

### **Exclusivity of Service and Outside Work**

The person appointed will be required to devote their full-time attention and abilities to their duties during their working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, they may not, without the prior written consent of the Vice President Administration and Finance, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the duties that the person has been employed for.

The appointee will not, during their tenure of office, undertake paid outside work unless they have received the permission of the Vice President Administration and Finance (VPAF) of Mary Immaculate College to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of the VPAF. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

### **Probationary Period**

The appointment is subject to satisfactory completion of the standard 9-month probationary period. The probationary period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of the acting appointment during the probationary period, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

### **Hours of Attendance**

Full time hours are 37 hours per week.

The normal hours of duty are Monday to Thursday, 9am to 5.15pm and Friday 9am to 4.45pm with a 45-minute lunch break each day. However, the duties attaching to the position are such that the post holder may be required to work evenings/weekends on occasion to accommodate service needs. Subject to College policy, the post holder may avail of “Time-Off-In-Lieu (TOIL)” or overtime where working hours exceed 37 hours per week.

The College reserves the right to adjust starting and finishing times or days of duty to meet service needs.

### **Salary**

The Salary scale for this position has been approved by the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority in line with Government Policy on Public Sector remuneration. The rate of remuneration may be adjusted from time to time in line with Government pay policy. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

This post is at Higher Executive Officer (HEO) grade. With effect from 1st October 2021, the annual salary scale for Higher Executive Officer (Grossed up) is:

€50,346; €51,816; €53,285; €54,753; €56,224; €57,694; €59,193; €61,286 (LSI); €63,403 (LSI)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25<sup>th</sup> of each month, or the previous Friday if 25<sup>th</sup> falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC).

### **Superannuation**

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012. Details of this scheme can be obtained from the College’s website.

All other eligible appointees are automatically included in the Colleges’ of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary. Details of the regulations concerning the Colleges’ of Education Pension Scheme may be obtained from the College’s Human Resources Office.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provisions of the Public Service and Pensions Act 2017.

Appointees who commenced employment in the public service between 1st April 2004 and 31st December 2012 and have not had a break in employment of greater than 6 months will have no mandatory retirement age. All other appointees will have a mandatory retirement age of 70.

Staff who are not eligible for membership of the Colleges' of Education Pension Scheme or the Single Public Service Pension Scheme may avail of a PRSA (Personal Retirement Savings Account). A designated PRSA provider has been nominated by the College and staff who are not eligible for membership of the aforementioned schemes should contact the Finance Office for further information on PRSA.

### **Annual Leave**

The annual leave entitlement for this grade is 27 working days per leave year. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

### **Sick Leave**

There is a discretionary sick pay scheme, details of which are available from the Human Resources Office. Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

### **Confidentiality**

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

### **Health & Safety**

Mary Immaculate College attaches the highest regard to the safety, health and welfare of its employees. It is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and safety policies and procedures in operation in Mary Immaculate College and familiarise him/herself with the Safety Statement.

Employees are obliged to wear any PPE (Personal Protective Equipment) that they may be provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

### **College Policies, Rules and Regulations**

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the

Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All policies are outlined on the College's Staff Portal for College employees. All employees are required to familiarise themselves with the contents of Policies and Procedures, on the College's Staff Portal.

### **Termination of Employment**

At least two calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under their control when the employment is terminated.

## **5. APPLICATION AND SELECTION PROCESS**

### **Method of Selection for Recommendation**

#### *Shortlisting*

An expert group will convene to conduct shortlisting of applicants, measured against pre-determined criteria.

*The criteria that will be used to shortlist candidates for this appointment are:*

- A third level qualification at level 7 or higher on the National Framework of Qualifications in Finance, Accounting, Business Studies or similar;
- A recognised professional accountancy qualification and hold membership of a recognised accountancy body;
- Minimum 3 years post qualification experience;
- Experience of enterprise resource systems (e.g. Agresso, SAP, Oracle) and advanced IT skills and experience;
- Experience in yearend/financial close processes, preparation of financial reports, budgets and financial proposals, audits, development of policies and procedures;
- Excellent analytical skills with the ability to devise and implement appropriate solutions and an aptitude for process management optimisation and improvement;
- Experience of staff management, teamwork and working on their own initiative.

#### **In addition, it is desirable that applicants have:**

- Experience within a large organisation;
- Previous relevant experience in the higher education or broader public sector;
- A working knowledge of the higher education sector governance and regulatory framework;
- Experience of Internal Control testing and risk assessment;

- Experience or familiarity with the Agresso financial system, Megapay payroll system, Fexco payments system and on-line ROS system.

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon the applicant, to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

The selection process may include an aptitude assessment of one or more of the essential competencies for the post.

#### *Interview*

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which permanent and temporary appointments to the position of **Finance Operations Manager** may be filled during the life of the panel (24 months).

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

#### **Medical Examination**

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, may be required to participate in pre-employment health screening.

#### **Garda Vetting**

All successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the College's requirements in this regard will be excluded from consideration for appointment. Applicants who have resided outside Ireland for a cumulative period of 36 months or more over the age of 18 years must furnish a Foreign Police Clearance (FPC) from the country or countries of residence. Please note that any costs incurred in this process will be borne by the applicant.

#### **Making of Applications**

Applications must be submitted on an official application form in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be downloaded from the Mary Immaculate College website. [www.mic.ul.ie/about-mic/vacancies](http://www.mic.ul.ie/about-mic/vacancies) Applications must be submitted by e-mail to [recruitment@mic.ul.ie](mailto:recruitment@mic.ul.ie) with the subject title **Finance Operations Manager** - no later than:

**2p.m. on Friday 14<sup>th</sup> January 2022**

The Human Resources Office will acknowledge receipt of your application by sending an email to the email address provided. Please be sure to check Spam and Junk folders as it may be redirected here by your



account preferences. If you do not receive an acknowledgement of your application form within 2 working days, please contact [recruitment@mic.ul.ie](mailto:recruitment@mic.ul.ie)

Late applications will not be accepted.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in their favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

*December 2021*