



Senior Finance Manager (Reporting & Expenditure) (Full Time Permanent Post)

JOB SPECIFICATION AND 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 fourteen 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 Senior Finance Manager (Reporting & Expenditure) on a fulltime, permanent basis. This is new post within an ongoing reorganization within Finance.

The successful applicant will be responsible to Director of Finance for all aspects of Financial Reporting for the College and manage Expenditure Operations and Financial systems.

Essential Qualifications, Experience & Skills:

1. Full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority
2. A minimum of 5 years post qualification accountancy/audit experience, with a minimum of three years in a large organisation
3. Experience in year-end/financial close processes, including preparation of account reconciliations and audit working papers and audit engagement
4. Detailed knowledge and understanding of finance processes, and experience in the development of policies and standard operating procedures
5. Detailed knowledge and understanding of financial risk management, experience of internal control testing and risk assessment and the management and development of systems of financial internal control
6. Experience in the preparation of financial reports, budgets and financial proposals
7. Excellent IT skills including expertise in integrated financial management systems (e.g Agresso, SAP, Oracle, or similar), with experience of data analysis to support management reporting and decision making and advanced experience using Microsoft Office

8. Excellent analytical skills with the ability to devise and implement appropriate solutions to complex problems, including the capacity to make sound judgements on technical accounting issues, and an aptitude for process optimisation and improvement
9. Excellent supervisory management experience and people management skills with the ability to provide guidance and direction to others
10. Excellent communication and interpersonal skills, with the ability to adapt communication style and technique to a wide variety of College contexts
11. Excellent organisational skills with the ability to work under pressure, adhere to strict deadlines and prioritise

In addition, it is desirable that candidates will also have:

1. Previous relevant experience in the higher education or broader public sector and a working knowledge of the higher education sector governance and regulatory framework
2. Experience or familiarity with the Agresso financial system and/or Student Records 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

Reporting Relationship

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 to 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 financial support to the Director of Finance and Vice-President, Administration & Finance
- Manage Finance Operations & Reporting teams
- Support Finance Operations in the management and development of systems to ensure complete and accurate recognition of the College Income & Expenditure
- Develop reporting functionality within Agresso
- Ensure an accurate and complete record of all finance transactions, including review of bank and other account reconciliations
- Preparation of reconciliations and reports for external bodies
- Develop and maintain policies and standard operating procedures for finance processes
- Develop a taxation manual and carry out regular reviews across all tax categories
- Preparation of Payroll budgets, forecasts and variance analyses
- Manage collation of expenditure budgets and forecasts
- Review working papers for management accounts and annual financial statements for areas of responsibility, ensuring prepared in accordance with best practice and recognised standards

- Manage completion of annual financial statements within statutory deadlines
- Manage financial reporting to the HEA
- Co-ordinator for annual external C&AG audit
- Manage internal audit reviews for areas of responsibility
- Manage and promote the use of intranet solutions including development and maintenance of Finance SharePoint/Intranet and coordination role with Finance colleagues for completion/update of their areas
- Manage and develop content of the Finance section of the MIC website and coordination role with Finance colleagues for completion/update of their areas
- Identify and/or support quality improvement projects within the Finance function
- Support Finance Operations in the transition to Shared Services Payroll for Higher Education
- Ensure proper filing and maintenance of financial records, paperless-office and compliance with GDPR
- Work with Finance Operations Manager and Senior Manager Procurement to identify synergies and improvements in the complete Procure to Pay function
- Liaise with Senior Manager Pensions to ensure complete and accurate processes and reporting of pensions and identify process improvements in the area
- Manage headcount reporting and develop a system for complete and timely reporting
- Develop finance business support service to budget holders
- Maintenance of Finance Internal Control Framework for areas of responsibility in order to monitor and identify risk areas and manage a programme of internal control testing
- Coordination of the Finance Internal Control Framework annual review across all areas of Finance and completion of annual Statement of Internal Control for the Finance function
- Liaise with external bodies and organisations, as appropriate, in regard to financial matters
- Deal with students and faculty, and clients of the College
- Prepare Reports/Statistics submissions to the College and other external bodies
- Promote and encourage staff development and training
- Continuously work as part of a team with Director of Finance and her management team

The work is 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.

1. TERMS AND CONDITIONS OF

EMPLOYMENT

General

All persons employed will sign an appropriate contract, which will contain terms and conditions of the appointment. 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 post holder 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.

Exclusivity of Service and Outside Work

The person appointed will be required to devote their full-time attention and abilities to his/her duties during

his/her 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 College, 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) 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

This appointment is subject to satisfactory completion of the standard 6 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 employment 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 35 hours per week.

The normal hours of duty are Monday to Thursday, 9am to 5pm with a 1 hour lunch break each day and Friday 9am to 4.45pm with a 45 minute lunch break. 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. No overtime will be paid for additional hours worked.

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.

The grade for the post of **Senior Finance Manager (Reporting and Expenditure)** is Senior Executive Officer.

With effect from 1st October 2022, the annual salary scale for the grade of Senior Executive Officer (Grossed up) is:

€53,943, €55,262, €56,803, €58,350, €59,898, €61,282, €62,691, €64,062, €65,427, €67,772 (LSI 1), €70,127 (LSI 2)

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25th of each month, or the previous Friday if 25th 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.

Annual Leave

The annual leave entitlement for this grade is **29** 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 from this employment. 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.

2. 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:

1. Full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority
2. A minimum of 5 years post qualification accountancy/audit experience, with a minimum of three years in a large organisation
3. Experience in year-end/financial close processes, including preparation of account reconciliations and audit working papers and audit engagement
4. Detailed knowledge and understanding of finance processes, and experience in the development of policies and standard operating procedures

5. Detailed knowledge and understanding of financial risk management, experience of internal control testing and risk assessment and the management and development of systems of financial internal control
6. Experience in the preparation of financial reports, budgets and financial proposals
7. Excellent IT skills including expertise in integrated financial management systems (e.g Agresso, SAP, Oracle, or similar), with experience of data analysis to support management reporting and decision making and advanced experience using Microsoft Office
8. Excellent analytical skills with the ability to devise and implement appropriate solutions to complex problems, including the capacity to make sound judgements on technical accounting issues, and an aptitude for process optimisation and improvement
9. Excellent supervisory management experience and people management skills with the ability to provide guidance and direction to others

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 temporary and permanent appointments to the position of **Senior Finance Manager (Reporting and Expenditure)** 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 undergo 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 Applications must be submitted by e-mail to recruitment@mic.ul.ie with the subject title **Senior Finance Manager (Reporting and Expenditure)** – no later than:

2 p.m. on Wednesday 1st February 2023

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 hr@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.

January 2023