



Information Booklet

Administrative Officer

Grade 7 - Executive Accountant

Apply by Friday 7th January 2022 @ 5pm



LGMA

Local Government
Management Agency

About the LGMA

The organisation

The Local Government Management Agency (LGMA) is a state agency that provides a range of services and supports to the local government sector. We are an agency of the Department of Housing, Local Government and Heritage, primarily funded by local authorities. Through our work with local authorities and other stakeholders, we support the co-ordinated and effective delivery of local government services and policy.

Our work is guided by the local authorities and geared towards helping them to improve efficiency across their services; to implement change; and to make use of leading practice from inside and outside the sector.

Working for the LGMA gives you the opportunity to gain experience at the heart of local government and to make a real difference for local authorities and citizens in Ireland.

What we do

The LGMA's work extends across a number of diverse areas in order to meet the changing needs of the local government sector.

- We drive, monitor and maintain shared services projects across the local government sector
- We advise and support on strategy and policy development across the local government sector
- We provide professional Human Resources (HR) and Industrial Relations (IR) guidance, advice, and support to local authorities
- The LGMA develops, procures, maintains and provides support for several internal ICT systems in use in the local government sector
- Our Libraries Development section is the national advisor and development agency for public libraries in Ireland
- Our Water Services Transition Office (WSTO) supports the Water Services Reform Programme and the transition of services to Irish Water
- The LGMA provides research and communications support to the local government sector
- We provide programme management and innovation support to local authorities

Find out more about the LGMA at www.lgma.ie

About the role

The Administrative Officer Grade 7 - Executive Accountant is a middle management supervisory position in the LGMA. S/he will be responsible for the efficient management, direction and deployment of resources for the finance department. S/he will be responsible for the day-to-day operations of the work area and will be a contributor to the development and implementation of policies and strategies within the LGMA. S/he may represent the LGMA on internal/external sub-committees and/or working groups. S/he will report directly to the Finance Manager of the Local Government Management Agency or another officer designated by the Chief Executive Officer. S/he will work closely with senior management, external agencies, local authorities and relevant stakeholders to deliver the programme of work of the work area.

The successful candidate will be responsible for developing and efficiently operating management reporting systems and processes in support of management planning, decision making and performance management within the section. This will include specific responsibility for the development and co-ordination of revenue/capital budgets, financial management reporting systems, completion of the annual financial statement, treasury management and supporting strategic and operational planning. They will also be responsible for the introduction of new initiatives, policies and procedures and working within multidisciplinary teams.

The successful candidate must demonstrate the following competencies:

- Have a satisfactory understanding of the LGMA's purpose and priorities and knowledge of the local government sector and public sector organisation in Ireland
- Highly developed oral and written communication skills, including negotiation, report writing, and presentation skills
- A high degree of analytical, conceptual and problem solving skills
- Highly developed relationship management and interpersonal skills and a capacity to promote co-operation, trust and openness amongst employees and customers
- Ability to determine priorities and organise workloads in order to produce quality output within tight time-frames
- Proven ability to work under pressure and think laterally in dealing with a wide range of issues

- Ability to effectively manage risk, procurement and resources
- Ability to effectively manage a team of employees, including undertaking performance management processes
- Extensive experience in leading, developing and implementing financial and resource allocation strategies
- Knowledge of accounting methods, procedures, processes and contemporary management accounting techniques and principles
- Excellent working knowledge of integrated Financial Management Systems and Microsoft Software and other relevant software packages

Duties

The duties shall include:

- Planning, scheduling and preparing the Annual Financial Statement
- Ensuring that the LGMA adheres to currently accepted accounting standards and relevant codes of practice
- Dissemination of accounting skills to employees involved in financial activities throughout the LGMA and provide financial advice and assistance to all Pillars.
- Liaise with internal and external auditors and provide information to Auditors during the course of Audits as required
- Planning, scheduling and preparation of statutory LGMA budget
- Preparation of quarterly revenue and capital financial reports, monitoring and review of same, identification of variances and recommendations for corrective actions if required
- Ensuring that the LGMA adheres to requirements of the Finance Acts
- Dissemination of taxation knowledge and monitor and implement internal controls to ensure tax compliance
- Monitor and implement/improve internal controls and checks to ensure good financial control, safeguarding of assets etc.
- Ensuring the rapid, timely and accurate preparation of financial and management reports through the use of automated systems.
- Implementing changes in existing financial systems as required
- Manage and develop the team of employees in the Finance function to ensure the highest standards of proficiency
- Communicate effectively with all levels of the organisation and work with

a variety of non-finance teams

- Undertake any other duties of a similar level and responsibilities as may be required from time to time

Essential Requirements

1. Character

Candidates shall be of good character.

2. Health

Candidates shall be in a state of health 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) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics,

And

- (b) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics)

Or

- (ii) have obtained a comparable standard in an equivalent examination or NFQ Level 6 Qualification

Or

- (iii) hold a third level qualification of at least degree standard,

And

- (iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive

nature, office organisation and control of employees.

Desirable Requirements

It is desirable that the ideal candidate should :

- Possess a professional accountancy qualification and be a member of a recognised body of accountants **and**
- Have extensive experience within management accounting and/or financial accounting roles
- Possess a knowledge of the requirements of Finance Acts as they relate to Local Authorities and Government Agencies; **and**
- Possess a knowledge of public sector finance
- Possess a working knowledge of Agresso Financial Management Systems

AND

Demonstrate the following competencies as set out in the LGMA Competency Framework (see Appendix)

Management and Change
Bringing about Change
Influencing and Negotiating
Delivering Results
Problem Solving and Decision Making
Operational Planning
Performance through People
Leading and Motivating
Managing Conflict
Personal Effectiveness
Qualifications and Knowledge
Personal Motivation and Initiative and Achievement

Application and Selection

How to apply

All applications should be emailed directly to jobapplications@lgma.ie no later than **5pm on Friday 7th January 2022**. Applications must be made on the official application form and all sections must be completed in full. When completing the application form, accuracy is essential. The information you supply in the application form will play a central part of the selection process. If you do not receive an acknowledgement of receipt of your application within two working days of applying, please check your junk/spam folders as email notifications may be filtered into your junk/spam email folders. Any other queries regarding your application form should be emailed to jobapplications@lgma.ie

Shortlisting

The Agency reserves the right to shortlist applications based on the information supplied in the application form. In the event of a shortlisting exercise being employed, the Interview Board will examine the information provided in your application, assess it against the criteria based on the requirements for the position and decide if you will be shortlisted, relative to the other candidates applying for the position.

Interview

Admission to the interview is conditional on receipt of a completed application form by the required cut-off date. The onus is on all applicants to make themselves available for the obligatory interview on the date specified by the LGMA and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address specified on their application form.

Virtual interviews are taking place over MS Teams. Instructions and guidance and links will be sent to you in advance of interview should you be shortlisted for interview. Interviews will be conducted by an Interview Board set up by the LGMA. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the interview will be considered for selection.

Candidates at interview must demonstrate relevant experience and job-related achievements and the following key competencies as set out in LGMA Competency Framework available in the Appendix.

Panels

Panels may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the LGMA that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will be one year.

Feedback & Review

Candidates have the right to seek feedback from their interview. Should a candidate be unhappy with an action or decision in relation to their application for appointment, they have the right to seek a review of the process. This request must be made within 3 working days of receiving notification of the decision on their application.

Deeming of Candidature to be Withdrawn

Candidates who do not attend for interview as requested or do not furnish such evidence as requested regarding any matter relevant to their candidature, will have no further claim to consideration.

Offer of Appointment

The LGMA shall require persons to whom an appointment is offered to take up such appointment within a period of not more than one month. If they fail to take up the appointment within such period, or such longer period as the Agency in its absolute discretion may determine, the Agency shall not appoint them. All appointments are subject to receipt of satisfactory references and candidates may be required to produce documentary evidence of qualifications or experience claimed in their applications.

Candidates should note that canvassing will disqualify their application. The Local Government Management Agency is committed to a policy of equal opportunity.

Principal Conditions of Service

General

This is a permanent post in the Local Government Management Agency and is subject to general terms and conditions relating to appointments in the Agency.

Remuneration

The salary scale for this position is as follows as at 1st October 2021:

Point No.	1	2	3	4	5	6
Salary	€51,340	€52,596	€54,064	€55,534	€57,007	€58,320

Point No.	7	8	9	LSI 1	LSI 2
Salary	€59,667	€60,972	€62,271	€64,502	€66,743

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the LGMA any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance increments may be payable in line with current Government Policy.

Tenure

The position of Administrative Officer Grade 7 - Executive Accountant is full-time and permanent.

Hours of Attendance

Hours of attendance will be as fixed from time to time. Typically, hours will be of the order of 37 hours per week. The position holder will be required to work a five-day week.

Location

An officer's headquarters shall be such as may be designated from time to time. At present the LGMA has offices at two locations in Dublin. When absent from home or headquarters on official duty appointees will be paid appropriate travelling expenses and subsistence allowances, subject to normal regulations.

Annual leave

The Annual Leave allowance for New Entrants is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the LGMA, is based on a five-day week and is exclusive of the usual public holidays.

Probation

Where persons who are not already permanent employees of the LGMA are appointed, the following provisions shall apply:

- (a) there shall be a period after such appointments take effect during which such persons shall hold the position on probation;
- (b) such period shall be six months, but the Chief Executive may at his or her discretion extend such period;
- (c) such persons shall cease to hold the position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

Confidentiality

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.

Freedom of Information

Candidates can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential subject to the provisions of the Freedom of Information Act, 2014.

Data Protection

The information submitted with an application is used in processing the candidature and subsequent employment (if successful) and such information is held subject to the rights and obligations of the Data Protection Acts.

Important Notice

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

Appendix – Executive Accountant – Grade 7 Level Competencies

Management and Change		Delivering Results		Performance through People		Personal Effectiveness	
1.1	Mission and Vision and Values	2.1	Problem Solving and Decision Making	3.1	Leading and Motivating	4.1	Qualifications and Knowledge
1.2	Strategic Ability	2.2	Operational Planning	3.2	Managing Performing	4.2	Resilience and Personal Well Being
1.3	Political Awareness	2.3	Managing Resources	3.3	Managing Conflict	4.3	Integrity
1.4	Standards, Ethics and Governance	2.4	Ensuring Compliance	3.4	Communicating Effectively	4.4	Personal Motivation, Initiative and Achievement
1.5	Networking and Representing	2.5	Delivering Quality Outcomes				
1.6	Bringing about Change						
1.7	Influencing and Negotiating						
1.8	Safety, Health & Welfare at Work						