



# Information Booklet

## Executive Administrator Finance

### Grade V

Apply by Thursday 18<sup>th</sup> February @ 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](http://www.lgma.ie)

# About the role

The Executive Administrator will be required to be an effective, participative member of a team with responsibility for their work area and assisting with the implementation of work programmes to achieve goals and standards set out in Pillar and Team Plans.

The key responsibilities of the role are as follows:

- Develop and implement financial processes, reporting, and management routines to enable the successful delivery of LGMA's reporting requirements
- Production, interpretation and analysis of information for Monthly/Quarterly management reporting
- Reviewing and maintaining governance processes and controls in line with best practice
- Ensuring compliance with statutory Revenue returns and taxation deadlines
- Supporting the Financial Accountant in projects/assignments and /or other duties that may arise from time to time
- Responding to queries and requests for information to support internal and statutory audits and ensuring agreed audit recommendations are implemented
- Bank Reconciliations
- Monitoring daily communications and responding to any queries
- Liaising and following up with Project Managers on Customer Billing
- Liaising with customers and following up any outstanding debt
- Monitoring Bank and Recording and filing Incoming Payments

## Essential Requirements and Experience

Each candidate must, on the latest date for receipt of completed application forms:

- (i) 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**

- (ii) 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**

- (iii) have obtained a comparable standard in an equivalent examination

**Or**

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

## AND

### Candidates must:

- Have satisfactory experience of working in Finance Department
- Strong analytical and problem-solving skills and an ability to see tasks to completion
- Ability to review existing financial management systems, controls and procedures in place and make changes to ensure they are effective and in line with organisational aims
- Approachable and supportive, with the ability to communicate effectively with people
- Excellent written and verbal communication skills
- Strong skills in Microsoft Excel and competency in managing financial software systems
- Experience of managing conflicting demands and responding to tight deadlines
- Experience in communicating complex financial information to non-financial people
- Ability to work as part of a team and take direction
- Complete tasks to a high level of accuracy

## Desirable Criteria

- Accounting Technician or Finance related qualification
- Good understanding of public sector accounting and financial management systems, or the ability to quickly acquire such understanding
- Ability to work on own initiative with a capacity to work quickly and efficiently, making use of accounting software to automate routine work to meet operational and reporting needs
- Skills in developing and delivering training for staff members

## AND

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

<b>Understanding Purpose and Change</b>
Understanding the purpose of LGMA and its priorities and structure
Implementing and co-operating with change
<b>Delivering Results</b>
Identifying problems and contributing to solutions
Organising and implementing work programmes

<b>Performance through People</b>
Managing and directing
Performing effectively
<b>Personal Effectiveness</b>
Qualifications, skills and knowledge
Personal motivation and initiative

# Application and Selection

## How to apply

All applications should be emailed directly to [jobapplications@lgma.ie](mailto:jobapplications@lgma.ie) no later than **5pm on Thursday 18<sup>th</sup> February 2021**. 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](mailto: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 with 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 5 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 in regard to 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 2020:

Point No.	1	2	3	4
Salary	€43,633	€45,020	€46,409	€47,798
Point No.	5	LSI 1	LSI 2	
Salary	€49,185	€50,794	€52,401	

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. Different terms and conditions may apply if you are currently a serving civil or public servant. Subject to satisfactory performance increments may be payable in line with current Government Policy.

## Tenure

The position of Executive Administrator Finance Grade V 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. The LGMA currently have a flexible working hour attendance scheme in operation.

## 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.

## 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 Administrator Finance – Grade V Level Competencies

Understanding Purpose and Change		Delivering Results		Performance through People		Personal Effectiveness	
1.1	Knowing the purpose of the LGMA and its priorities and structures	2.1	Identifying problems and contributing to solutions	3.1	Managing and directing	4.1	Qualifications, skills and knowledge
1.2	Understanding and complying with the Code of Business Conduct for all employees	2.2	Organising and implementing work programmes	3.2	Performing effectively	4.2	Resilience and personal well being
1.3	Maintaining a positive Image of the LGMA	2.3	Managing resources	3.3	Managing conflict	4.3	Integrity
1.4	Implementing and co-operating with change	2.4	Complying with LGMA rules	3.4	Communicating effectively	4.4	Personal motivation and initiative
1.5	Safety, health and welfare at work	2.5	Delivering quality work and services				