



Chief Financial Controller – Dublin West Education Centre (DWEC)

Background

Dublin West Education Centre (DWEC) is one of 21 full time Education Support Centres, constituted under Section 37 of the Education Act (1998). It is currently responsible for the management of two Department of Education and Skills funded support services, the Professional Development Service for Teachers (PDST, including PDST Technology in Education) and the National Induction Programme for Teachers (NIPT).

This new position will provide support to the management committee of Dublin West Education Centre and the management teams of the support services under its remit, with responsibility for financial strategy, financial reporting, financial planning and analysis, interpretation and analysis of financial results and supporting decision making for Dublin West Education Centre.

The successful candidate will be responsible for modernising and managing change in the finance function. S/he will be responsible for the introduction of new initiatives, policies and procedures and working with multidisciplinary teams. The successful candidate will work in a dynamic and progressive environment supporting a multiplicity of services within the Education sector.

This is an opportunity for an experienced finance professional to fully utilize their professional, technical and management skills in an environment that promotes a high performance culture.

Role and responsibilities of the Chief Financial Controller

- Management Reporting – annual and monthly budgets, variance analysis on performance against budget, forecasting, assisting in the setting and monitoring KPI's through the use of automated systems
- Preparation and presentation of an insightful management reporting pack. Monitoring, interpretation and reporting on monthly management accounts for the Management Committee and the Support Services senior management teams, with key insights, commentary and suggestions
- Working Capital and Cashflow Management
- Monitoring and implementing/improving internal controls and checks to ensure good financial control, safeguarding of assets etc.
- Oversee the preparation of annual financial statements and appropriate schedules for audit and deal with audit queries
- Advising the entities under the control of the Management Committee regarding adherence to currently accepted accounting standards and relevant codes of practice
- Systems development – ensuring appropriate systems are in place to support the growth and development of DWEC

- Liaising with internal and external stakeholders including Auditors, Department of Education and Skills, other education centres and National Support Services
- Financial planning and analysis including ad-hoc financial analysis and modelling
- Providing financial advice and assistance to support the achievement of the corporate objectives and devolved budgeting structures; takes an active part in formulating DWEC's future direction and supporting tactical initiatives
- Maintain own knowledge of relevant policies, procedures, guidelines and practices to perform the role effectively and to ensure standards are met in DWEC
- Promoting and assisting the implementation of good practice in: Risk Management; Procurement; Value for Money; Shared Services; Efficiency and Effectiveness;
- Convening and Chairing the DWEC Procurement Panel
- Identify and implement processes that methodically track the following: governance objectives, risk ownership/accountability, compliance with policies and decisions that are set through the governance process, risks to those objectives and the effectiveness of risk mitigation and controls
- Oversee the follow-up of deficiencies identified in monitoring reviews, self-assessments, and internal and external audits to ensure that appropriate remediation measures have been taken, and a learning/continuous improvement culture is being embedded in the Education Centre
- Work with the Audit and Risk Committee in developing and guiding their oversight of Governance and Risk Management
- Managing and developing staff in the Finance function to ensure the highest standards of proficiency and work with a variety of non-Finance teams; promote co-operation and working in harmony with other teams and disciplines
- Leadership and management of the finance function
- Strategic and annual planning - working closely with the Management Committee and Directors of the support services on annual strategic business planning
- The alignment of the annual work-plans and the budget in co-operation with the relevant deputy directors and team leaders of the support services
- Other duties and responsibilities as may be assigned from time to time

Governance Modernisation

DWEC is also part of a national network of education centres. This role will offer the successful candidate the opportunity to be part of the team with responsibility for rolling out change across this network. This change programme is referred to as the Governance Modernisation Programme.

The Governance Modernisation Programme currently underway aims to:

- Introduce standardised financial management processes operate from a single technology base
- Implement a single accurate financial position across the network of education centres
- Implement new financial operating structures
- Development and implementation of standardised national processes and ways of working
- Develop and implement strengthened national financial and governance frameworks

In relation to this Governance Modernisation Programme the successful candidate may be required to:

- Engage and collaborate with other education centres where necessary in order to effectively deliver on the requirements of the governance modernisation programme
- Work to support training for relevant team members and end users in other education centres where relevant and participate in project working groups.
- Advise, promote and participate in the implementation of best practice in financial management and business processes.
- Make appropriate use of technology to assist the quality and efficiency of service provision
- Promote and participate in the implementation of change, embrace change and adapt work practices accordingly by finding practical ways to make policies work while ensuring teams know how to action changes
- Maintain a good understanding of internal and external factors that can affect service delivery including awareness of national and local issues that impact on finance and governance of education centres

What is set out in this Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

ESSENTIAL REQUIREMENTS

The qualifications for the position of Financial Management Accountant shall be as set out hereunder: -

Character

- Candidates shall be of good character.
- Each appointment is subject to evidence of Garda Vetting clearance by the Dublin West Education Centre

Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education, Training and Experience

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

- (a) Possess a professional accountancy qualification and be a member of a recognised body of accountants
- (b) Have satisfactory experience of accountancy work, including management accounting and/or financial accounting
- (c) Be experienced in the management of staff
- (d) Possess knowledge of public sector finance

- (e) Have and maintain own knowledge of relevant regulations and legislation e.g. Financial Regulations, Health and Safety legislation, Employment legislation, Data Protection Acts, FOI Acts etc.
- (f) Be committed to continuous professional development in order to develop management expertise and professional knowledge
- (g) Be experienced in change management

Candidates should also have:

- A minimum of five years post qualification experience
- Knowledge of major financial management systems
- Knowledge of accounting methods, procedures, processes and contemporary management accounting techniques and principles
- Extensive experience in leading, developing and implementing financial and resource allocation strategies that support Strategic Corporate objectives
- Experience in the identification of critical financial issues and of briefing senior management and/or Board of same
- Extensive experience of analysis, conceptual thinking and problem solving in Finance and Business Management
- Experience of staff supervision and performance management
- Highly developed relationship management and interpersonal skills and a capacity to promote co-operation, trust and openness amongst staff and customers
- Highly developed oral and written communication skills, including negotiation, report writing and presentation skills
- Excellent working knowledge of integrated Financial Management Systems and Microsoft Excel
- Experience in risk management and procurement
- An ability to determine priorities and organise workloads in order to produce quality output within tight time-frames
- A proven ability to work under pressure and think laterally in dealing with a wide range of issues

Salary and Conditions

- This role is offered on the basis of a 3 year contract, including a 1 year probationary period. The post is subject to satisfactory performance under the standards and requirements outlined in DWEC's Performance Management policy
- The officer's place of work will be Dublin West Education Centre or the offices of its Support services as required. When absent from home and headquarters, on duty, appropriate travelling expenses and subsistence allowances will be paid.

Hours of attendance

- Your normal working week will be 35 hours, 9:00 am – 5:00 pm, Monday to Friday. You will be entitled to a one hour unpaid lunchbreak and two 15 minute paid breaks, one during the morning and one in the afternoon
- The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

- The annual leave allowance for the position is 30 days. This allowance is subject to the usual conditions regarding the granting of annual leave which is based on a five day week and is exclusive of the usual public holidays.

Salary Scale

- The salary scale is €71,155 to €88,158. The salary offered will be commensurate with qualifications and experience

Reporting arrangements

- The officer will report to the Management Committee and Director of Dublin West Education Centre. S/he will be expected to work with other members of the Centre's management team and those of the Support Services under its remit.

Applications should be submitted by 5:00 pm on Thursday July 2nd 2020 to recruitment@dwec.ie

Interviews for this position will be held on Friday July 10th 2020.