

Information Booklet

Sigmar Recruitment Consultants on behalf of the Ombudsman for Children will hold a competition for the purpose of recommending a person for an 18 month fixed-term appointment to the position of:

Project Accountant FTC for the OCO Corporate Services Team

Grade: Accountant Grade II

Closing date: **12 noon, 24 May 2024**

Sigmar Recruitment Consultants Ltd. is committed to a policy of equal opportunity. Sigmar Recruitment Consultants Ltd. will run this campaign in compliance with the Codes of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA) and which are available on www.cpsa.ie

Sigmar Recruitment Consultants Ltd.
13 Hume Street, Dublin 2
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Telephone: (353) 1 4744675

Title of Position: Project Accountant (FTC)
Grade: Accountant Grade II
Employing Authority: Ombudsman for Children
Location: Dublin 1
Acct GII Salary Scale: €71,082

BACKGROUND

Ombudsman for Children's Office

The Ombudsman for Children's Office (OCO) is an independent statutory body, which was established in 2004 under the Ombudsman for Children Act 2002, as amended (2002 Act). The Ombudsman for Children is independent and directly accountable to the Oireachtas in relation to the exercise of his statutory functions under the 2002 Act. These functions are:

- to promote the rights and welfare of children
- to examine and investigate complaints made by or on behalf of children in relation to the administrative actions of public organisations that have, or may have, adversely affected a child.

Further information about this work is available on the OCO's website at www.oco.ie.

OCO's Corporate Services

The OCO is seeking to recruit an Accountant Grade II to take over key responsibilities in our Finance and Compliance unit within the wider Corporate Services team. The role will report to the Finance and Compliance Manager.

The OCO has expanded significantly in the recent years, and requires a Qualified Accountant with post qualification experience to support the Finance and Compliance Manager and to roll out a number of important and exciting projects.

To improve efficiency and to meeting increased demands the unit requires a new purchase to pay and finance system. This role is needed to ensure the Finance and Compliance Manager can dedicate time to this critical project and to support other projects.

THE ROLE

The OCO invites applications from interested candidates for the position of Professional Accountant Grade II (FTC).

Key Responsibilities

Key responsibilities of this role would include, but not be limited to –

- Lead and plan a project to identify and implement a new purchasing and accounting system;
- Lead other finance projects including:
 - Corporate procurement plan
 - Integrating payroll with our new HR database Strandum
 - Finance policies and procedures update
 - Implementation of our retention policy
- Contribute to the preparation of the OCO's annual statutory accounts and financial management reports in accordance with Government Financial Procedures and Guidelines and in accordance with recognised accounting standards;
- Oversee payment runs from procurement to bank payment approval;
- Oversee payroll with HR and the outsourced payroll provider;
- Prepare monthly management accounts;
- Oversee procurement and manage the contract register;
- Provide assurance on adequacy of financial management and reconciliation systems;
- Prepare the annual budget for the OCO and related budget revisions for submission to DCEDIY;
- Prepare taxation returns to the Revenue;
- Present financial/management accounting information in a confident, logical and convincing manner to a number of key stakeholders including the Audit and Risk Committee and the Management Team;
- Liaise with the internal and external auditors and assist them in the performance of their functions;
- Take initiative and responsibility for challenging tasks and deliver on time and to a high standard;
- Plan and prioritise work in terms of importance, timescales and other resource constraints and re-prioritising in light of changing circumstances;
- Display flexibility and adaptability in the performance and development of the role;
- Ensure quality and efficient customer service is central to the work of Finance and Compliance;
- Engage effectively with a range of internal and external stakeholders.

EXPERIENCE AND PERSONAL QUALITIES REQUIRED

Essential Requirements

Candidates must have:

- Full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA);

And

- A minimum of two years' relevant post qualification accountancy/audit experience, including management accounting and/or financial accounting;
- Well-developed IT skills including a familiarity with integrated Financial Management Systems, and good experience using MS Excel and Word;

- Experience of implementing purchasing and accounting systems is desirable;
- A knowledge of public sector procurement is desirable;
- Excellent process management and organisational skills;
- An ability to work under pressure and achieve tight deadlines with good attention to detail;
- Excellent communication skills, both written and oral, including an ability to summarise complex technical issue in a cogent and concise manner;
- An ability to work on own initiative and as part of a team;
- The capacity to make sound judgements on technical issues and to recommend the necessary consequential action;
- Be committed to continuous development of skills and professional qualifications.

Civil Service Capability Framework for the role of Project Accountant (FTC)

Building Future Readiness

- Digital Focus, Innovation & Upskilling for the Future
 - Drives the digital first agenda by ensuring that digital tools and IT solutions are explored and utilised
 - Delivers and promotes innovative, creative and practical solutions, with a commitment to continuous improvement
 - Tries new or different approaches and is willing to take appropriate risks, learn from mistakes and adapt
 - Committed to building own knowledge and skills for the future
 - Proactively seeks development opportunities and regularly reflects on learning experiences, with awareness of own strengths and weaknesses
 - Understands what the team needs to do, to build future readiness and skills
- Strategy, Change and Reform
 - Actively contributes to the development and evaluation of strategic plans, focusing on the short, medium and long term goals
 - Supports the development of broader organisational and departmental policy, strategy, and objectives
 - Strong understanding of wider Civil Service policies and relevant developments in the Public and Private Sector
 - Demonstrates awareness of changing circumstances, environment and context, with the ability to respond and adapt as necessary
 - Leads and supports other through change, highlighting the benefits and addressing resistance, concerns or feedback
 - Supports the change and reform agenda by putting forward recommendations, implementing agreed change and focusing on improvement

Leading and Empowering

- Leading, Motivating and Developing
 - Ensures their team have exposure to development opportunities, strategically delegating tasks or projects and considering existing strengths and development needs
 - Supports and motivates high performance by providing recognition, guidance, coaching and regular feedback
 - Utilises and promotes both formal and informal performance management techniques
 - Creates and communicates a clear vision and goals

- Shows authenticity, passion and commitment to their work and reminds the team of the wider purpose and impact
- Leads with integrity, honesty, transparency and accountability
- Creates an inclusive, psychologically safe and open team environment
- Empowers their team by fostering autonomy, trust and honest communication
- As a leader, champions equality, diversity and inclusion, taking meaningful action through the work of their organisation and department and in supporting a diverse workforce
- Openly prioritises the wellbeing of self and others, instilling a culture of support, empathy and consideration
- Demonstrates self-awareness and the ability to manage own emotions and behaviours, particularly in challenging situations
- **Leading with Specialist Insight**
 - Demonstrates a high degree of specialist expertise and knowledge in their area
 - Adds value to the organisation and department by utilising their specialist expertise to meet the business needs and shape broader policy or strategy
 - Leads and provides direction, through openly sharing insights, knowledge, evidence and rationale in a non-technical manner
 - Advocates and explains the value of their area of expertise and why it is necessary to prioritise
 - Becomes a thought leader or subject matter expert in their area of expertise, providing guidance, knowledge and leadership
 - Gains insight and expertise through engaging with internal, external and international experts and colleagues
 - Represents the organisation and department at formal and informal events, with professionalism and awareness
 - Committed to continuous professional development, actively engaging in relevant courses, conferences and activities to keep knowledge up to date

Evidence Informed Delivery

- **Delivering Excellence**
 - Manages a programme of work, taking ownership over own independent projects and also overseeing team-based work
 - Effectively plans and prioritises in the face of competing demands and resource constraints, ensuring results are delivered
 - Estimates, manages, and allocates resources effectively
 - Sets high standards and goals for self and other with commitment to meeting these
 - Advocates for delivering excellence in customer service and customer experience and instils this on other
 - Monitors efficiencies, value for money and adheres to corporate governance requirements
 - Quickly gets up to speed with new tasks or roles, gaining an understanding of requirements, relevant information and sensitivities
 - Is flexible, agile and resilient in the face of difficulty or emerging demands
 - Seeks feedback and evaluates delivery against required outcomes, taking action to learn, respond and improve
- **Analysis, Judgement & Decision Making**
 - Can quickly gather, analyse and critically evaluate data from a range of sources, to identify key information
 - Ensures data is collected, analysed and utilised on a regular basis to support work and to facilitate effective decision making

- Analyses and evaluates complex verbal and numerical information in an accurate and timely manner
- Manages issues and solves problems in an informed, logical and composed manner, seeking additional information and inputs where necessary
- Effectively deals with difficult, ambiguous situations and ‘on-the-spot’ issues, quickly determining the best course of action
- Makes balanced judgements and decisions, drawing from evidence, experience and relevant policies and procedures, while also considering contextual issues and sensitivities
- Makes important, urgent or difficult decisions in an appropriate, timely and ethical manner, considering the broader implications or impact and sharing the rationale for decisions made

Communicating and Collaborating

- Communicating and Influencing
 - Communicates and presents in a clear, professional, engaging and efficient manner, across verbal, digital and written communications
 - Demonstrates understanding of own communication approach, adjusting style as appropriate for the audience
 - Appreciates diversity and makes an active effort to involve different people, to bring challenge and alternative viewpoints
 - Tactfully influence and persuades others and considers compromise when necessary
 - Develops and understanding of context, sensitivities and differing perspectives, when engaging in discussions or negotiations
 - Approaches difficult discussion, conflict or negotiations with respect, thoughtfulness, composure and self-assurance
- Engaging and Collaborating
 - Utilises interpersonal skills to build and maintain working relationships within and outside of own area, team and department and organisation
 - Engages and consults regularly with relevant stakeholders, managing expectation and providing insightful, open and transparent updates
 - Maximises opportunities to collaborate by asking the right questions, offering support, being proactive and showing understanding of others’ objectives
 - Proactively involves and consults with others, across all workplace arrangements such as remote, hybrid or blended or office-based

Further information of the [Assistant Principal \(AP\) capability framework](#) is available on [PublicJobs](#)

It is an absolute requirement that candidates declare any potential conflict of interest at the application stage of the recruitment process. Failure to declare such conflicts of interest which later come to light may result in the candidate being disqualified from the competition or if the candidate is offered and takes up a role with the OCO on the basis of misleading information may result in immediate dismissal from the OCO.

CONDITIONS OF SERVICE

General:

The appointment is to a Professional Accountant Grade II post on an **18 month fixed term contract** and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management

(Recruitment and Appointments) Act 2004, the Ombudsman for Children Act 2002 and any other Act for the time being in force relating to the Civil or Public Service.

The selection process will include competency/capability based interviews.

Pay:

Entry will be at the first point of the Professional Accountant GII scale - €71,082.

The remuneration shall be deemed to accrue from day-to-day and be payable by equal two-weekly instalments on the agreed day of every two weeks in arrears by bank credit transfer.

Important Note:

Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Candidates should note that different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

Location:

The appointee for this role will be based in the Ombudsman for Children's Office at 52-56 Great Strand Street, Dublin 1 primarily, with the potential for working from home on a hybrid basis.

When absent from home and place of employment on official duty, the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations/public sector regulations.

Hours of attendance:

Hours of attendance will amount to not less than 35 hours. The appointee will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of their duties subject to the limits set down in the working time regulations.

Rest Periods:

The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

Annual Leave:

The annual leave allowance will be 27 days (prorated).

Sick Leave:

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

PRSI:

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the

OCO. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Superannuation and Retirement:

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the OCO at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”).

Key provisions attaching to membership of the Single Scheme are as follows:

Pensionable Age:

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

- a) **Retirement Age:** will be determined in accordance with the relevant government Departmental circulars.
- b) **Pension Abatement**
 - If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
 - If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012.
 - This may have pension implications for any person appointed to this position that is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during their employment in this position.

Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

- The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person’s 60th birthday, whichever is the later, but on resumption, the pension will be based on the

person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

Ill-Health Retirement

- Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health their pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

c) Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However, the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants ("Non-Established State Employee Scheme"). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

d) Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

a) Additional Superannuation Contributions (ASC)

ASC was introduced on 1 January 2019 replacing Pension Related Deduction (PRD) which had been in existence since 1 March 2009. ASC is provided for under Part 4 of the Public Service Pay and Pensions Act 2017. Whereas PRD was a temporary emergency measure, ASC is a permanent pension contribution payable in addition to existing pension contributions and attracting tax relief at the marginal rate. In general, ASC liabilities are lower than the previous PRD liabilities.

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 candidates.

The Selection Process

How to Apply:

All candidates should visit www.ocojobs.com where there is a full list of available positions in the OCO with the corresponding downloadable information booklet for each position. There will also be a link to the online application portal to where all applications must be submitted.

To apply, candidates must provide an up to CV and cover letter outlining their interest in the role, via the online application portal.

Only CVs and cover letters fully submitted online will be accepted into the campaign. Applications will not be accepted after the closing date.

It is an absolute requirement that candidates declare any potential conflict of interest at the application stage of the recruitment process. Failure to declare such conflicts of interest which later come to light may result in the candidate being disqualified from the competition or, if the candidate is offered and takes up a role with the OCO on the basis of misleading information, may result in immediate dismissal from the OCO.

Closing Date:

Your application must be submitted on the online application portal by **12 noon, 24 May 2024**. Applications will not be accepted after this time.

Interviews will be held on Tuesday 4th June 2024 at our Offices in Millennium House, Dublin 1. Second interview will be held on Monday 10th June 2024 if required.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact OCO@sigmar.ie.

Campaign updates will be issued to your registered email address as entered on the online application portal.

The onus is on each applicant to ensure that they are in receipt of all communication from Sigmar Recruitment Consultants Ltd. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.

Sigmar Recruitment accepts no responsibility for communication not accessed or received by an applicant.

Candidates should make themselves available on the date(s) specified by Sigmar Recruitment Consultants Ltd. and should make sure that the contact details specified on their application form are correct.

Selection Process:

The Selection Process may include the following:

- Submission of Application Form
- Shortlisting of candidates based on the information contained in their Application Form
- Initial/preliminary interview
- Presentation or other exercises
- A final competitive interview
- Any other tests or exercises that may be deemed appropriate

Shortlisting:

Normally, the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While you 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, Sigmar Recruitment Consultants Ltd. may decide that a smaller number of applicants will only be called to interview. In this respect, Sigmar Recruitment Consultants Ltd. provide for the employment of a short-listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience on the application form.

Confidentiality:

Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strictest confidence.

Security Clearance:

Garda vetting will be sought in respect of the successful candidate. The successful candidate will be invited to complete a Garda vetting form via the eVetting portal. This form will be checked by An Garda Síochána. The Garda vetting disclosure will be kept on file with the OCO. It is expected that an eVetting policy will be in place in the near future, which will set out the frequency of vetting within the OCO.

Other Important Information

Sigmar Recruitment Consultants Ltd. will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result notification, is not to be taken as implying that Sigmar Recruitment Consultants Ltd. is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position Sigmar Recruitment Consultants Ltd. will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process

Candidates' Rights - Review Procedures in relation to the Selection Process

Sigmar Recruitment Consultants Ltd. will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. The Codes of Practice are available on the website of the Commission for Public Service Appointments <http://www.cpsa.ie/>.

Should a candidate be unhappy with an action or decision in relation to their application (where the selection is managed by Sigmar Recruitment) they can seek feedback from Sigmar Recruitment. An initial review will be carried out internally by the candidate's recruitment contact as to why their application was deemed unsuccessful. The outcome of this review will be sent to the candidate in written format.

- To request an initial review, a candidate must write to Sigmar within 5 working days of receiving notification of the decision on their application. Sigmar will carry out the initial review without delay. If the candidate is dissatisfied with the outcome, they may resort to the formal procedures within 2 working days of receiving notifications of the outcome of the initial review.
- Should the candidate not be satisfied with the outcome of the initial review, it will be referred to the Account Director who acts as the decision arbitrator.
- The decision arbitrator will be a person unconnected with the selection process and they will adjudicate on requests for review. The decision of the decision arbitrator in relation to such matters is final.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Interfere with or compromise the process in any way
- A third party must not personate a candidate at any stage of the process.
- Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where they have not been appointed to a post, they will be disqualified as a candidate; and
- Where they have been appointed subsequently to the recruitment process in question, they shall forfeit that appointment.

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned – and, if successful, they will not be appointed to the post unless they:
 - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed

- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position
- Be passed medically fit to take up the appointment

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Sigmar Recruitment, or who do not, when requested, furnish such evidence as Sigmar Recruitment require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it. Feedback will be provided on written request.

Data Protection Act 2018

When your application is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and as part of the recruitment process, certain information you provide will be forwarded to the employing organisation. Such information held by Sigmar and the employing organisation is subject to the rights and obligations set out in the Data Protection Act 2018. For more information on how we retain and use your personal data, please review our Privacy Statement, which includes instructions on their right to withdraw consent at any point:

<https://www.sigmarrecruitment.com/privacy-statement>.

To make a subject access request under the Data Protection Act 2018, please submit your request in writing to: Data Protection Officer – Sigmar Recruitment Consultants Ltd., 13 Hume St., Dublin 2 or email privacy@sigmar.ie. Ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.