



## FINANCE ADMINISTRATIVE OFFICER – GRADE VII

The Housing Agency is a government body working with the Department of Housing, Local Government and Heritage, Local Authorities, Approved Housing Bodies (AHBs) and other stakeholders in the delivery of housing and housing services.

The Agency's vision is to achieve an integrated housing system, meeting the nation's housing needs and promoting sustainable communities. It does this by providing evidence-based housing insights and data that inform thinking and policy making; by working with others to enable the delivery of housing solutions and implement programmes and actions in Government housing policy; and by equipping itself and its stakeholders with the capacity required to respond quickly and effectively to challenges in the housing system.

The Agency's work to deliver sustainable and affordable housing for all is framed under three broad themes:

- Being a centre for housing knowledge;
- Bridging housing supply and demand; and
- Building capacity for housing.

We provide a broad range of services including:

- Assisting local authorities with all aspects of their housing function
- Supporting affordable housing initiatives including cost rental and affordable purchase schemes
- Housing acquisitions and property sourcing for social housing
- Managing the Croí Cónaithe (Cities) fund
- Technical advice and supports to local authorities and AHBs regarding capital construction and refurbishment projects and procurement
- Financial appraisals of AHB funding applications
- Co-ordination of the Housing First initiative
- Mortgage to Rent
- Research, financial analysis and policy advice
- Pyrite Remediation and the Defective Concrete Block Schemes
- Land acquisition, development and management
- Loan Underwriting
- National Housing Strategy for Disabled People
- Housing practitioner training and information
- Research and Analysis
- Policy Advice

Further information on The Housing Agency is available at [www.housingagency.ie](http://www.housingagency.ie).

The Housing Agency is currently seeking to fill the newly created role of **Finance Administrative Officer Grade VII** within its Finance Department. This vacancy will be a permanent role.

We are interested in meeting individuals with a high level of personal drive, ambition, and enthusiasm to join our expanding team. This role requires an assertive, creative individual, able to influence decisions and manage and positively motivate staff. Strong financial management, governance and communication skills are integral to this role.

This role will support business units to drive strategic value and oversee continuous improvement for the Finance Directorate. This role will initially involve managing the design, build and implementation of a new Financial Management System across the Agency.

The Finance Department deals with the short and long-term financing of The Housing Agency's activities including an annual operational budget of €20 million and programme expenditure of €2 billion.

This position is based in The Housing Agency's offices in Dublin 2. The Housing Agency operate a Blended Working Policy.

The successful candidate will report to the Head of Finance, or such other person as may be designated.

As a staff member, the holder of the post will be expected to actively contribute to and participate in the overall development of The Housing Agency and to promote its policies at all times and to adhere to The Housing Agency values:

<https://www.housingagency.ie/publications/strategy-annual-report>.

### **Key Responsibilities**

- Lead and manage the design, build and implementation of a new Financial Management System.
- Oversee future system development, integration, and upgrades.
- Continuous improvement of financial reporting processes and finance controls including development, automation, monitoring and reporting of KPIs.
- Act as Finance Support on transformational programmes.
- Provide insights and recommendations for efficiency and effectiveness, delivering impactful outcomes.
- Drive the enhancement and standardisation of operational processes and risk management.
- Business partner and provide support to various operational teams.
- Provide financial analysis and support to the Chief Finance Officer, Head of Finance and Heads of Functions to allow delivery of strategic initiatives and operational activities.
- Oversee the development, training and change management when new financial policies and procedures are implemented.

- Completion of periodic regulatory submissions to parent department.
- Support of the internal and external audit processes.
- Be able to deputise and advise at a senior level when required.
- Other ad-hoc duties as required.

### Knowledge and Skills:

The knowledge and skills required include but are not limited to the following:

- High level of accuracy with strong attention to detail and numeracy skills.
- Proficient use of IT systems and applications, including Excel and accountancy software.
- Experience of internal and external audit processes.
- Strong analytical, problem-solving, and interpretive skills with an ability to think strategically and use sound judgement on complex issues.
- Strong written and oral communication skills and ability to influence and interact effectively with a wide range of stakeholders.
- Understanding of controls and governance.
- Ability to multitask, manage competing demands and work effectively to deadlines.
- An ability to critically assess processes and procedures, identify improvements and lead change management effectively.

### Essential Requirements

The successful candidate must have:

- A third level qualification or equivalent professional qualification to at least NFQ Level 7 in Accounting, Business, or a related discipline
- **or**
- A minimum of 5 years' experience working as part of a core finance function including:
  - Proven evidence of providing financial analysis to support decision making.
  - System implementation or upgrade including organisation wide change management.
  - Experience working with financial controls and process improvement.
  - Staff supervision.

### Desirable Requirements

- Member of a professional accounting body.
- Knowledge / Experience of working in the Public Sector.
- Evidence of delivering projects and deliverables from concept to implementation stage.

### Competencies

- **Management & Delivery of Results** - successfully manages a range of different projects and work activities at the same time.

- **Analysis and Decision Making** – gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors
- **Team Leadership** – leads the team by example, coaching and supporting individuals as required.
- **Interpersonal and Communication Skills** – builds and maintains relationships with key stakeholders, working within diverse teams, preparing, and presenting reports to key stakeholders.
- **Specialist Knowledge** – working knowledge of public-sector accounting and financial management with a high degree of analytical, conceptual, and problem-solving skills.

### **Salary Scale – Administrative Officer LA Scales**

€58,252 - €59,677 - €61,341 - €63,011 - €64,680 - €66,172 - €67,700 - €69,179 - €70,656 - LSI1 €73,185 - LSI2 €75,728

**New entrants will be appointed on the first point of the scale in line with government policy.** Different terms and conditions may apply if immediately before appointment you are a currently serving civil/public servant.

### **Eligibility to compete:**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer. Eligible candidates must be:

- a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

### **Closing date for Receipt of Applications – Wednesday 15<sup>th</sup> of January 2025 at 12:00 noon.**

Interviews for this position will take place on the 24<sup>th</sup> of January 2025 in our offices at 53 Upper Mount Street, Dublin 2. Candidates should be aware that these dates may be subject to change.

### **Application Procedure**

- Please submit a cover letter and comprehensive CV (no longer than 3 pages).

to [recruitment@housingagency.ie](mailto:recruitment@housingagency.ie).

- Applications will not be accepted under any circumstances after the closing date and time.
- Canvassing by or on behalf of the applicant will automatically disqualify.

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