



STAFF OFFICER – GRADE V – FINANCE

The Housing Agency is a government body working with the Department of Housing, Local Government and Heritage, Local Authorities and Approved Housing Bodies (AHBs) 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 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 development and management
- Loan Underwriting
- Housing practitioner training and information
- National Housing Strategy for Disabled People

Further information on the Housing Agency is available at www.housingagency.ie.

The Housing Agency is now seeking applications for a **Staff Officer – Grade V - Finance** vacancy on a permanent basis. This post is based in our offices in Dublin 2. The Housing Agency operate a Blended Working Policy.

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>.

Main Duties

Management Reporting:

- Assist in the production of the monthly management pack.
- Assist in the preparation of annual budget and on-going monitoring against budget throughout the year.
- Preparation of variance analysis reports to budget holders and the Senior Management Team.
- Resolution of queries with budget holders and internal stakeholders.

Statutory Accounts:

- Assisting in the preparation of annual financial statements.
- All statutory returns to Revenue using ROS.
- Preparation of schedules to support salaries and reconcile to Income & Expenditure Account

Month End:

- Preparation and posting of journals to the general ledger system.

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- Calculation of monthly accruals, prepayments and balance sheet reconciliations.
- VAT, PSWT and RCT calculations, deductions and reconciliation of control accounts.
- Monthly bank reconciliations.

Accounts Payable and Receivable:

- Preparation and management of purchase orders.
- Preparation of supplier payments.
- Preparation of sales invoices.
- Reconciliation of creditor and debtor statements.
- Supplier setup and maintenance of Tax Clearance Certification process.

Other:

- This role is at a supervisory grade and may involve the supervision of staff.
- Other ad hoc duties as required to include the provision of documentation required for internal and external audits.

Personal / Educational Requirements

The successful candidate will have a minimum of three years previous experience in an Accounts Assistant role. Ideally the successful candidate will hold a financial qualification or be a part-qualified accountant or accounting technician. Expertise gained in the workplace will be taken into consideration. Previous experience of accountancy software would be an advantage.

Competencies

- **Communication and Interpersonal Skills** - Tailors communications to effectively reach an audience. Is assertive and professional when dealing with challenging issues.
- **Delivery of Results** – Manages and progresses multiple projects and work activities successfully.
- **Analysis and Decision Making** – Analyses complex data and makes clear recommendations, takes account of any broader issues and related implications when making decisions.

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- **People Management** - Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise.
- **Specialist Knowledge** - Demonstrates a high degree of specialist expertise and knowledge, adds value to the team by utilising their specialist knowledge and acts as a subject matter expert where required.

Salary Scale – Staff Officer - Grade 5 LA Scale

€50,206 - €51,705 - €53,236 - €54,799 - €56,374

LSI 1 - €58,209

LSI 2 - €60,051

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.

Closing date for Receipt of Applications – Wednesday 15th of January 2025 at 12.00 noon.

Interviews for this position will take place on the 24th 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).
- Applications should be typed and submitted in PDF format to 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.

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