



CARANUA

support for survivors of institutional abuse

Finance Manager (Interim)

Candidate Information Booklet

August 2019

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THE POSITION

Title of Position:	Finance Manager (Interim), Assistant Principal
Duration:	Specified purpose contract (estimated seven months)
Office:	Caranua Head Office, James Joyce St, Dublin 1
Location:	Dublin
Organisation Website:	http://www.caranua.ie/

Caranua is an independent State Body set up to help people who, as children, experienced abuse in residential institutions in Ireland and have received settlements, Redress Board or Court awards.

Caranua was established by legislation to ensure that the quality of life and wellbeing of survivors of institutional abuse in Ireland is improved. This has been done by providing eligible survivors with information, advice and advocacy, enhancing their access to their entitlements as citizens or providing grants to them to avail of services approved by Caranua.

WHAT DO WE DO?

We offer support, information, advice and advocacy to survivors. We help them to get the services they are entitled to as citizens and improve access to those services. We can pay for services so that they have the supports they need and can give grants to individuals to source services themselves.

We also work to build awareness of the effects of institutional abuse and in Ireland work with public services to improve their capacity to understand, recognise and address the particular needs of survivors arising from their adverse childhood experiences.

HOW CAN WE HELP?

The needs of individual survivors are at the heart of everything we do. The help we provide depends on the needs and circumstances of each individual but the areas we have helped with are:

- **Health and Medical services**
GP, dental treatment, chiropody, physiotherapy, occupational therapy, hearing aids, glasses, walking aids, wheelchairs, nursing care, home care
- **Personal Well-being**
Counselling, psychological and psychiatric services, complementary therapies, help with addiction
- **Housing**
Insulation, adaptations, aids (ramps, rails), tenancy support, home help
- **Education**
Formal education courses leading to qualifications, life skills, other short courses.

THE ROLE

- Job Title:** Finance Manager (Interim)
- Reporting to:** Chief Executive Officer
- Purpose:** Caranua is currently winding down operations and this role will play a major role in the wind-down. The role supports all aspects of the Agency's business, and is essential to the operation and management of the overall finance function, with key focus on the following: Finance Management, Corporate Governance, Procurement, Internal Audit and Risk Management.

MAIN TASKS AND RESPONSIBILITIES

Ensure finances are managed according to legislation, policies, procedures, and accounting principles

- Manage the accounting and financial systems and maintain full and accurate accounting records
- Ensuring integrity of information in accounts, budgets, estimates and reports including reviewing and refining accounting policies and procedures
- Management of projects and initiatives to improve the day to day administration of the finance function
- Comprehensive review of processes, practices and procedures within the finance function, with a view to recommending more efficient ways of completing essential tasks.
- Research, prepare and submit annual and other budgets and prepare reports on budget and expenditure as required
- Conduct financial and risk analysis and prepare detailed reports and statements for the CEO, audit committee, Board, Department of Education and Skills, accountants and internal and external auditors. Attend meetings with these and other bodies as required
- Oversee and maintain all policies, procedures and statements related to financial management, risk management, compliance and governance.

Oversee, manage and monitor payments to applicants

- Maintain systems for the management, monitoring and reporting of expenditure on payments to applicants
- Analyse payment information and prepare regular and ad hoc reports for the CEO, audit committee, Board, Department of Education and Skills, accountants and internal and external auditors, and attend meetings with these and other bodies as required
- Ensure that relevant policies and procedures are prepared, implemented and reviewed according to organisation standards.

Develop and manage a corporate governance and risk management strategy

- Act as secretary to the Board, the Audit & Risk Committee and ensure compliance with the Code of Practice for Governance of State Bodies and other relevant policies and regulations
- Maintain an overarching corporate governance and risk management strategy for the organisation to ensure the highest level of accountability in decision making and other processes
- Work with the providers of the organisations professional services (e.g. legal, accountancy, audit).

Ensure excellence and compliance in all governance and corporate governance functions

- Co-ordinate all aspects of corporate governance, including risk management, liaison with government departments, and monitoring of compliance with the Code of Practice for the Governance of State Bodies.
- Review and monitor compliance with all health and safety, procurement, freedom of information, data protection and other relevant legislation and regulations
- Manage, maintain and improve all financial, data processing and other information systems
- Ensure that staff are aware of all relevant policies and procedures and are supported to implement them effectively in their daily tasks by preparing and keeping up to date standard practice policies and procedures
- Prepare all statutory reports and returns in liaison with professional advisors as appropriate.

Support and manage the performance of direct reports

- Management of the Finance and Quality, Compliance & Information teams;
- Provide support and direction to staff to enable them to perform their duties optimally and develop their skills
- Ensure staff adhere to all policies and procedures and put into practice Caranua values
- Conduct supervision and team management meetings with staff, in line with Caranua policy

Contribute to the effectiveness of the organisation

- Support the Chief Executive Officer with the wind-down of the operations of Caranua.
- Play an active role as part of the senior management team and participate in all strategic, financial and human resource planning and reviews
- Review the administrative support needs of the organisation, make recommendations to address gaps or make improvements and be involved in recruitment as necessary
- Work collaboratively with other team members and assist them as necessary
- Undertake any other duties, in keeping with this role, that may be assigned from time to time by the Chief Executive Officer.

PERSON SPECIFICATION

Requirements

Applicants must possess or be actively pursuing a professional accountancy qualification and be a qualified or partially qualified accountant. They must also have satisfactory experience of accountancy work, including management accounting and financial accounting and have at least two years' satisfactory and relevant experience in a managerial capacity. They must possess, and be capable of demonstrating, a good understanding and knowledge of public sector finance.

Required Knowledge and Experience

The ideal candidates for this position should have:

- Experience in leading, developing and implementing financial and resource allocation strategies that support organisational planning objectives
- A high degree of analytical, conceptual and problem-solving skills in finance and business management
- Knowledge of accounting, methods, procedures, processes and contemporary management accounting techniques and principles.
- The necessary level of management skills to manage, develop and motivate a professional finance & QCI function
- Strong relationship management, interpersonal and communication skills with the capacity to work in close consultation with the Caranua management team
- An ability to work effectively under pressure, manage a number of projects at any one time
- An understanding of procurement, information technology, financial management and governance and accountability.
- Experience dealing with public service external auditors

Required Competencies

- Leadership and strategic direction
- Analysis and decision making
- Management and delivery of results
- Building relationships and communication
- Specialist knowledge, expertise and self-development
- Drive and commitment to Public Service values

CONTRACT ARRANGEMENTS

This position will be offered on a specified purpose contract basis (until wind-down of operations).

SALARY AND PAYMENT ARRANGEMENTS

Assistant Principal Officer Standard Salary Scale

Candidates should note that entry will be at the first point on the standard Assistant Principal Officer scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Different pay and conditions may apply, if, immediately prior to appointment the appointee is:

- (a) already a serving Civil Servant who is paying Class B rate of PRSI, or
- (b) serving in an unestablished capacity in the civil service and has had continuous service in that capacity since 5 April 1995, or
- (c) serving elsewhere in the public sector in a position in respect of which he or she is paying the Class B, C or D rate of PRSI contribution.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of the staff members choice. Payment cannot be made until a bank account number and bank sort code has been supplied to Caranua. Statutory deductions from salary will be made as appropriate.

A staff member appointed to the post of Director of Finance and Corporate Governance will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due in accordance with the Payment of Wages Act 1991. In accordance with that Act, Caranua will advise the staff member in writing of the amount and details of such overpayment and give at least one week's notice of the deduction to take place and will deduct the overpayment, at an amount that is fair and reasonable having regard to all the circumstances, within six months of such notice in accordance with the Act.

You will be required to pay to Caranua any fees or other monies (other than salary) payable to or received by you by virtue of your post or in respect of services, which you are required by or under any enactment to perform.

LOCATION

The place of work for the Finance Manager (Interim) will be based in Dublin 1. Caranua reserves the right, at its discretion, to change working location within reason.

WORKING WEEK

The successful candidate will work a 37.5 hour working week. However, additional hours may from time to time be reasonably required to meet the requirements of the position.

ANNUAL LEAVE

The annual leave allowance for this post will be 30 working days per annum (on a pro rata basis) to be taken at a time or times convenient to Caranua.

THE ORGANISATION OF WORKING TIME ACT 1997

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

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 relevant sick leave circulars.

EUROPEAN ECONOMIC AREA NATIONALS

European Economic Area Nationals 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 agreement may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer.

SUPERANNUATION AND RETIREMENT

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at <http://www.per.gov.ie/pensions>

The 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 & 68 in line with State Pension age changes).

RETIREMENT AGE

Scheme members must retire at the age of 70.

PENSION ABATEMENT

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

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), Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 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.

ILL-HEALTH RETIREMENT

For an individual who has retired from a Civil/Public Service body on the grounds of ill-health his/her 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.

PENSION TREATMENT OF EXISTING 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, where applicable, be offered membership of the Pension Scheme for Established Civil Servants and its associated Spouses' and Children's Pension Scheme. This would mean that the abatement provisions above would apply, and in addition there are implications in respect of pension accrual as outlined below:

PENSION ACCURAL

The Public Service Pensions (Single Scheme and other Provisions) Act 2012 introduced a 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme.

PENSION- RELATED DEDUCTION

The appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

INCENTIVISED SCHEME FOR EARLY RETIREMENT (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees cannot apply while the above restrictions continue in force.

DEPARTMENT OF HEALTH AND CHILDREN CIRCULAR (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition while the above restrictions apply.

COLLECTIVE AGREEMENT: REDUNDANCY PAYMENTS TO PUBLIC SERVANTS

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

DECLARATION

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

OTHER CONDITIONS OF EMPLOYMENT

Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

SECONDMENT

Caranua would be prepared to consider a secondment arrangement from suitably qualified candidates currently employed within the Civil/Public Sector, subject to agreement with their current employing authority.

HOW TO APPLY

Applications with cover letter (maximum of one page) and CV should be sent to: recruitment@caranua.ie

CLOSING DATE

Deadline for application: **Friday 23rd August 2019 at 5.30pm**. Applications will not be accepted after the closing date. An acknowledgement email will be issued for all applications received. If you do not receive acknowledgement of your application within 2 working days of submission, please contact the by email recruitment@caranua.ie to ensure your application has been received.

SELECTION PROCESS

The methods to be used to form panels from which candidates may be selected for posts will include **some or all** of the following elements:

- Short-listing of candidates on the basis of the information contained within his/her application;
- An interview based on the essential competencies and experience required for the post that may include a presentation (topic will be identified when candidates are scheduled for interview).

During any short-listing exercise that may be employed, a board will examine the applications and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications and experience within the application.

A board or boards will be set up to conduct any interviews. All interviews will take place in Dublin. The onus is on all applicants to make themselves available on the date(s) specified by Caranua and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified. Caranua will not be responsible for any expenses incurred by candidates.