

Gailearaí Ealaíne **Crawford** Art Gallery

Crawford Art Gallery is an equal opportunities employer.

Candidates' Information Booklet

Open competition for the appointment to the position of

FINANCE MANAGER

Engineer Grade II & Professional Accountant Grade II – PPC

at

Crawford Art Gallery

THE ROLE

The Crawford Art Gallery Finance Manager will lead the finance function at the Gallery in the delivery of effective financial management, control, compliance and reporting. They will manage the finance team to deliver all aspects of the accounting cycle: transactional processing to management and statutory accounting, and play a key role in business decisions, planning and strategy development for this leading cultural institution as part of the senior team of the Gallery (SMT).

While managing the agenda of finance and audit programme, the jobholder will also be responsible for corporate governance functions, compliance and procurement.

Reporting to the Head of Operations of the Crawford Art Gallery, the successful applicant's duties will include the following tasks:

- Managing all aspects of the finance department in Crawford Art Gallery
- Delivering all reporting requirements of the updated Code of Practice for the Governance of State Bodies (2016), the Charities Governance Code and Public Spending Code as well as any further reporting requirements for good governance
- Preparing, overseeing and quality assuring the Gallery's annual statutory accounts, appropriation accounts, bimonthly management accounts and financial management reports in accordance with Governmental financial procedures and guidelines and in accordance with recognised accounting standards
- Managing the internal and external audit processes in the Gallery and dealing with issues arising, including Comptroller and Auditor General (C&AG) annual audits
- Preparing a robust and fit-for-purpose yearly budget in collaboration with the SMT to support the delivery of the Gallery's Strategy, Implementation Plan and services, and tracking performance against budget
- Liaising with the Department of Tourism, Culture, Arts, Gaeltacht, Sports & Media in respect of financial matters and drawing down funding
- Drafting and updating of policies as necessary in financial management and corporate governance
- Providing expert advice across the Gallery on audit and financial management issues particularly to the Director and, where applicable, assisting the Director in preparing for appearances at the Public Accounts Committee (PAC) and potentially accompanying the Director to the PAC
- Utilising professional accounting knowledge to inform and deliver accounting system implementation
- Ensure the Gallery is compliant in managing the public procurement function, including cost-effective purchasing information and other corporate governance-related issues and developments, in accordance with best practices. Ensure appropriate documentation and processes are in place for audit purposes.
- Ensuring proper reconciliation of all payments and accounts, and that all payments are properly brought to account, using accounting standards and correct internal controls
- Planning and prioritising work in terms of importance, timescales and other resource constraints and re-prioritising considering changing circumstances, demonstrating flexibility and delivering on time and to a high standard and level of detail
- Ensure prompt filing of all Company Secretarial and CRO documents
- Managing, supervising and mentoring the Finance team ensuring the department operates efficiently, including overseeing the payroll and pension functions.

- Assist with PQ queries for the Department as necessary to ensure efficient timely responses.
- Critically examining issues to explore how improvements can be made and fostering open, constructive discussions about work-related matters.
- The Finance Manager role is a member of the Crawford Art Gallery Green Team.
- Any additional duties or modified responsibilities assigned by the Director or Head of Operations.

The above is a general guide to the role and is not an exhaustive description of duties which are associated with the role or tasks which may be assigned to the role of Finance Manager in the Gallery

PERSONAL SPECIFICATION

Essential Requirements

- Full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA)
- A minimum of 5 years relevant post-qualification accountancy experience including management accounting, financial accounting, financial services or the regulatory environment
- A minimum of three years' senior management experience
- Demonstrated experience of audit processes including Comptroller and Auditor General audit requirements, financial reporting including management and statutory accounts, managing accounting and budgeting processes and practices
- Understanding of the Code of Practice for Government Bodies and the Charities Regulator requirements.
- Demonstrated ability to produce robust and fit-for-purpose budgets and track performance against budget
- Experience of risk management and corporate governance
- Experience of policy development, and developing and reporting on organisational metrics
- Experience of leading and managing procurement processes, including appraisal and evaluation techniques, contract negotiation and award, and subsequent management through to implementation
- Understanding of public sector accounting, and knowledge of public sector pay and pension arrangements
- Understanding of Freedom of information and GDPR requirements and implementation
- Ability to work independently and in a collaborative environment with peers and team members
- A high degree of analytical, conceptual and problem-solving skills in financial and business management
- A strong track record in the exercise of sound professional judgement
- Flexibility, ability to work under pressure and achieve tight deadlines with accuracy and attention to detail
- Demonstrated project management skills and experience.
- Excellent communication skills

ELIGIBILITY TO COMPETE AND CERTAIN RESTRICTIONS ON ELIGIBILITY

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. Citizens of Switzerland are also eligible to compete.

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 may not apply for this position.

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.

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.

PRINCIPAL CONDITIONS OF SERVICE

PAY: The Engineer Grade II scale (rates effective from 01 March 2025) for the position is as follows:

Personal Pension Contribution (PPC)

The PPC pay scale will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution. It will also apply to new permanent employees and fixed term un-established employees.

Engineer Grade II & Professional Accountant Grade II – PPC

73,961 – 75,651 – 77,337 – 79,031 – 80,720 – 81,169 – 82,834 – 84,562 – 87,376¹ – 90,198²

*LSI 1 is Long service Increment after 3 years on Max of scale.

**LSI 2 is Long service increment after 6 years on Max of scale.

Non-Personal Pension Contribution (Non-PPC)

The Non-PPC (Personal Pension Contribution) salary for the position (with effect from 01 March 2025) is as follows and applies where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

70,368 – 71,980 – 73,577 – 75,189 – 76,794 – 78,399 – 79,998 – 81,620 – 83,006¹ – 85,682²

*LSI 1 is Long service Increment after 3 years on Max of scale.

**LSI 2 is Long service increment after 6 years on Max of scale.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Subject to satisfactory performance increments may be payable in line with current Government Policy. (See Public Service Stability Agreement 2018-2020 paragraph 5.1 for recent changes).

Different terms and conditions may apply if immediately prior to appointment you are a currently serving civil or public servant.

The rate of pay offered will be payable fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply an IBAN and IBIC number to the HR Unit.

Statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to you in accordance with the Payment of Wages Act 1991. You will be advised in writing of the amount and details of any such overpayment, and you will be given at least one week's notice of the deduction to take place, which will be deducted at an amount fair and reasonable having regards to all the circumstances.

Tenure

The appointment is to an established post in Crawford Art Gallery on successful completion of a probationary contract for a period of one year from the date of appointment. This does not preclude an extension to the probationary period in appropriate circumstances. During the period of probation, the appointee's performance will be subject to review by the relevant manager(s) to determine whether the appointee:

- has performed in a satisfactory manner
- has been satisfactory in general conduct
- is suitable from the point of view of health with particular regard to sick leave.

Outside Employment

The position will be whole time, and the appointee may not engage in private practice or be connected with any outside business, which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

Location

The successful candidate will initially be based at the Crawford Art Gallery and may be relocated to another temporary office space depending on off-site locations required for the implementation of MDP.

Hours of Attendance

Hours of attendance will be as fixed from time to time but will amount to not less than 35 net hours per week. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance will be 30 working days a year. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

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 for the public service.

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 Crawford Art Gallery. 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 Crawford Art Gallery, 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.

Retirement Age

Scheme members must retire at the age of 70.

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 who 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 his/her 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 persons 60th birthday, whichever is the later, but on resumption, the pension will be based on the persons 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 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.

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:

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.

Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial

Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <https://singlepensionscheme.gov.ie>.

Secrecy, Confidentiality and Standards of Behaviour:

Official Secrecy and Integrity

During the term of the contract an appointee will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003. The appointee will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour

The appointee will be subject to the Civil Service Code of Standards and Behaviour.

Character

A candidate for and any person holding the office must be of good character.

Ethics in Public Office Act 1995

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Important notice:

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 candidate.

COMPETITION PROCESS

How to Apply

Applicants should submit a copy of their current Curriculum Vitae with a letter of interest and the names and contact details of two referees. These should be submitted by e-mail to hrmanager@crawfordartgallery.ie.

Please note that all application documentation should be submitted in a single PDF document.

Applicants will be short-listed on the basis of the information contained in their curriculum vitae and letter of interest.

Crawford Art Gallery reserves the right to make such enquiries as it considers necessary in relation to an applicant before making an offer of a post to him/her.

It is the responsibility of applicants to be available for interview on the allotted time and date.

Closing date

The closing date for receipt of applications is 5pm on Friday 18th April. This date will be strictly adhered to, and no applications will be considered after this date.

Selection Methods

The selection may include shortlisting candidates based on the information provided in their applications, a competitive and competency-based interview, presentations, or other 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 a candidate 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, Crawford Art Gallery may decide that a number only will be called to interview.

In this respect, the Crawford Art Gallery provide for the employment of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements for the position and decide if you will be shortlisted, relative to the other candidates applying for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather than 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 interest to provide a detailed and accurate account of your qualifications/experience on the application form.

Deeming of candidature to be withdrawn

Candidates who do not provide the evidence requested by Crawford Art Gallery regarding any matters relevant to their candidature will have no further claim for consideration.

Review Procedures in relation to the Selection Process

Requests for a review are dealt with in accordance with the "Code of Practice: Appointment to Positions in the Civil Service and Public Service" published by the Commission for Public Service Appointments - the Code can be accessed at www.cpsa.ie.

Crawford Art Gallery will consider requests (addressed to the HR Dept) for review as follows: - informal process to be availed of within 5 working days of the notification of initial decision (Section 7.8 of Code) or within 2 working days of the receipt of a decision in relation to an interim stage (Section 7.9 of Code).

Formal process: request for review must be made within 10 working days of the notification of the initial decision or if an interim stage the request for review must be received within 4 working days (Section 7.13 of Code).

The candidate may seek to have outcome of initial review reviewed by decision arbitrator and a request to this effect should be made within 7 working days of the receipt of the outcome of the initial review (Section 7.15 of Code).

Section 8 of the Code deals with the Review/Appeals Procedures in relation to allegations of a breach of the Code of Practice.

Confidentiality

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

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.

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