



Clerical Officer, Grade IV – Finance Administrator Job Specification & Terms and Conditions

Job Specification

Job Title and Grade	Clerical Officer, Grade IV – Finance Administrator Permanent – Full-Time 35 hours (1.0 WTE) with flexitime
Campaign Reference	SVHF/27/23
Closing Date	Thursday 30th November, 2023.
Proposed Interview Date (s)	As soon as possible following closing date.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	St. Vincent's Hospital, Fairview.
Details of Service	St Vincent's Hospital Fairview provides progressive and comprehensive multidisciplinary mental health services. These include adult, adolescent, and child inpatient services, for North Dublin area. It is essential that these services operate seamlessly from the user's perspective.
Reporting Relationship	The post holder will report to the Hospital Accountant.
Department:	Finance Department
Purpose of the Post	<ul style="list-style-type: none"> • To provide key administrative support to the Hospital Accountant and to the Finance Department of the hospital in delivering its objectives. • To work as a member of the Finance team in the efficient administration of the Finance Department. • Support the Hospital Accountant in developing and maintaining best practice in the Finance Department.



Duties and Responsibilities

Principal Duties and Responsibilities	<p>The position of Clerical Officer, Grade IV – Finance Administrator, encompasses administrative responsibilities and may also include supervisory responsibilities as deemed appropriate. These responsibilities include:</p> <ul style="list-style-type: none"> • Preparation of monthly management reports • Posting of monthly accruals & prepayment • Preparation of accounts to Trial Balance • Balance Sheet reconciliation • Accounts Payable functions • Accounts Receivable functions • Preparation of monthly Supplier Payment Run • Patient Accounts • Monthly Bank and Cash entries and reconciliation, Cash Lodgement etc. • Student & Staff travel claims processing • PSWT Payment Notifications • Any other duties appropriate to the post as may be allocated from time to time
General Office Duties	<ul style="list-style-type: none"> • Ensuring general office duties are carried out - filing, rotation, and storage of files – all items vital to the efficient running of the Finance Department. • Ensuring hospital staff are dealt with in relation to their requirement for information • Ensuring sufficient stocks of Cheques and other stationery requirements.
<p>As the service needs of SVHF evolve and develop over time, there may be an impact on this role and therefore the job description may be reviewed according to the service needs of the Hospital.</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	



Eligibility Criteria

<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>1. Professional Qualifications and Experience</p> <p>Essential:</p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Hold a qualification of at least Level 5 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).</p> <p>(ii) Accounting Technician or equivalent qualification</p> <p style="text-align: center;">AND</p> <p>(b) Candidates must possess the requisite knowledge and ability, including a standard of suitability for the proper discharge of the office.</p> <p>2. Age:</p> <p>Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004).</p> <p>A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p> <p>3. Health:</p> <p>Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>4. Character:</p> <p>Candidates for and any person holding the office must be of good character.</p>
<p>Other requirements specific to the post</p>	<ul style="list-style-type: none"> • Provide guidance as required, to ensure tasks within the Finance department are completed accurately, in a timely fashion and that standards are met. • This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore the post holder will be required to demonstrate flexibility as and when required.

Professional Knowledge & Experience

<p>Skills, competencies and/or knowledge</p>	<p><u>Professional Knowledge & Experience</u></p> <p><u>Demonstrate:</u></p> <ul style="list-style-type: none"> • The ability to work in an accurate and methodical manner, with great attention to detail. • Willing to take further relevant third level studies where considered appropriate. • Excellent numeracy skills. • Excellent MS Office Suite skills. • Ability to compile reports. • Respect the confidential nature of data at all times. • Ability to improve processes and make suggestions that make the completion of work more efficient.
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Communications & Interpersonal Skills

Demonstrate:

- Excellent communication and interpersonal skills including the ability to present information in a clear and concise manner and to communicate successfully and sensitively with patients, the public, staff, management and outside agencies.
- Strong written communication skills.

Planning & Managing Resources

Demonstrate:

- Self-motivated and able to manage work load, prioritise and allocate tasks and meet deadlines.
- Excellent planning and organisational skills including using computer technology effectively.
- The ability to manage within allocated resources and a capacity to respond to changes in a plan.

Evaluating Information, Problem Solving & Decision Making

Demonstrate:

- Flexibility, problem solving and initiative skills including the ability to adapt to change
- The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate.
- The ability to recognise when it is appropriate to refer decisions to a higher level of management.

Team Working

Demonstrate:

- The ability to work as part of the finance team and to establish a good working relationship with a wide range of internal and external stakeholders.
- The ability to work independently on own initiative.
- The ability to supervise when required

Commitment to a Quality Service

Demonstrate:

- A commitment to maintaining high work standards.



Clerical Officer, Grade IV – Finance Administrator

Terms and Conditions of Employment

Tenure	This appointment will be permanent, subject of the approval of a six month probation period.
Remuneration	The salary scale for the post (as at 01/10/2023) is: €32,297, €34,387, €35,226, €37,346, €39,288, €40,987, €42,631, €44,850, €46,462, €48,085, €49,589, €51,103 LSIs.
Working Week	The standard working week is 35 hours and Flexitime applies.
Annual Leave	The annual leave associated with the post will be confirmed at appointment stage.
Superannuation	This is a pensionable position with St. Vincent's Hospital Fairview. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to St. Vincent's Hospital Fairview on the 01 st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the SVHF Scheme which are no less favourable to those which they were entitled to at 31 st December 2004.
Probation	Every appointment at St. Vincent's Hospital Fairview shall be subject to a minimum probationary period of six months.
Recruitment and Selection Policy	St. Vincent's Hospital Fairview will run this campaign in accordance with the Recruitment and Selection Policy Code of St. Vincent's Hospital Fairview. Candidates should note that canvassing will disqualify and will result in their exclusion from the competition. Candidates may be required to produce documentary evidence to support any statements made by them in their application or any supporting documentation. Candidates should note that inaccurate information will invalidate their application.
Campaign Specific Selection Process Ranking/Shortlisting / Interview	A ranking and or shortlisting exercise may be carried out on the basis of information supplied within your application for the post. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.



	<p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
Pre-Employment Health Assessment	<p>Prior to commencing in this role a person will be required to attend a GP for a pre-employment medical check. Any person employed by the hospital must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p>
Validation of Qualifications & Experience	<p>Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.</p>
References	<p>The hospital may seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.</p>
Garda Vetting	<p>The hospital will carry out Garda Vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.</p>
Work Permits/Visas	<p>Where relevant, offers of employment are made on a conditional basis that where a work permit or visa is required, the candidate will produce satisfactory evidence of the relevant documents and it is the candidate responsibility to ensure that such documents remain valid for the duration of the contract of employment.</p>
<p>As the service needs of SVHF evolve and develop over time, there may be an impact on this role and therefore the job description may be reviewed according to the service needs of the Hospital.</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.</p>	