



CLERICAL OFFICER Grade V- FINANCE ADMINISTRATOR, Permanent, Full -Time, 35 hrs per week, 1.0 WTE Reference: SVHF/12/2024

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.

We are offering you the opportunity to be a part of this dynamic, progressive mental health service. We currently have a vacancy for **1.0 WTE CLERICAL OFFICER Grade V- FINANCE ADMINISTRATOR** and are seeking self-motivated and dynamic candidates.

Candidates must demonstrate in their application that they meet the following qualifications and/or experience:

1. Professional Qualifications and Experience

Essential:

- (a) Eligible applicants will be those who on the closing date for the competition:
 - (i) Hold a qualification of at least Level 5 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).
 - (ii) Accounting Technician or equivalent qualification.
- (b) Candidates must possess the requisite knowledge and ability, including a standard of suitability for the proper discharge of the office.
- (c) Public sector experience.

Desirable:

- a) Experience in Agresso Software

Applicants must demonstrate in their CV and letter of application how they meet the above criteria as short-listing will apply. Full job specification available on www.svhf.ie or on request to recruitment@svhf.ie

Informal enquiries to Samantha McCormack, HR Manager on telephone; (01) 8442478.

Department of Health Salary scale Clerical Officer- Grade V €50,202- €60,052LSI pro-rata per annum.

Please forward a letter of application quoting ref **SVHF/12/2024** with a full CV to recruitment@svhf.ie

Applications must be received on or before 5pm on Thursday, 24th of October 2024.