



Ollscoil na hÉireann
National University of Ireland

HEAD OF FINANCE AND ADMINISTRATION THREE YEAR FIXED PURPOSE CONTRACT

The National University of Ireland "NUI", is a federal university based in Dublin with four constituent universities and a number of other associated higher education institutions. At the centre of the federal university, NUI acts as a forum for the member institutions, provides services to them and their graduates and manages the central registers and archives of the University. NUI seeks to make a distinct contribution to higher education that is valued by our member institutions and recognised by the sector as a whole. We undertake a wide range of activities in the interests of promoting scholarship and research and contributing to educational, cultural, social and economic advancement.

NUI is seeking to appoint a Head of Finance and Administration on a fixed purpose contract for 3 years.

Equality and Diversity

NUI is fully committed to equality, diversity and inclusion in all University activities, including recruitment. The University welcomes applications from individuals regardless of gender, age, disability, race, ethnic origin, sexual orientation, religion or belief, civil status, family status, or membership of the Traveller community.

The role

The Head of Finance and Administration offers a unique opportunity to develop and build experience in a senior management setting, supporting the Registrar and Senior Management Team "SMT" colleagues across the range of academic and related operational activities undertaken by the University. In the context of the University's Strategic Plan 2023-2027, the person appointed will have the opportunity to contribute to ongoing policy implementation and the strategic development of NUI. They will play a leadership role in enhancing and expanding the range of services provided by NUI and in increasing the effectiveness of the organisation. The role is diverse and the person appointed will have responsibilities in the following areas, in conjunction with their small team:

supporting the University's governance, financial and investment management committees, to include the preparation of reports and other briefing papers as required
management of staffing and related HR issues in accordance with government guidelines and sectoral best practice
management of the University's pension schemes, to include the provision of information and related services to members
management of and performance reporting on the University portfolio of assets and investments
liaising with University stakeholders at all levels, including but not limited to Government Departments, Statutory, External and Internal Auditors
supporting colleagues in the administration of NUI's programme of awards
drafting of budgets and rolling projections to assist SMT colleagues in the administration of the University's affairs
management and maintenance of the University's financial reporting, payroll and accounting systems
management of University cash flow, to include receivables from member institutions, government departments, members of the public and other stakeholders
management of University expenditures in accordance with best practice Procurement and Value for Money guidelines
drafting of Statutory and Trust Fund accounts and related declarations in accordance with sectoral codes of practice and relevant government circulars
discharge of the University's tax obligations under all headings, to include the assessment of ongoing taxation developments insofar as they may affect the University
formal reporting to Government Departments and Agencies as required
update and renewal of internal financial procedures in accordance with best practice
management of University facilities and the supervision of work colleagues and external contractors in this regard
assisting in the administration of elections run periodically by NUI.
Other relevant matters arising

The remit of the post is broad and varied. There are established committees in place that assist, guide and support some of these work areas. Additionally, NUI has externally contracted expertise available to support some work areas. Training and development opportunities will be made available for an appropriate candidate

Qualifications / skills required

The post offers a unique opportunity to develop (i) a good working knowledge and understanding of the higher education environment, (ii) management and organisational capabilities, (iii) and finetune communications and interpersonal skills. The person appointed will be highly motivated and resourceful with strong analytical abilities and problem-solving skills, coupled with a willingness to learn and develop with the role. They will be expected to lead a small number of staff in the areas concerned, to take responsibility for the achievement of objectives and to collaborate with colleagues in the management of projects.

The specific requirements of the post are:

- Strong financial, administrative and operational skills
- Leadership and team-building capabilities
- Excellent communication, writing and interpersonal skills
- A high degree of computer literacy in: MS Excel, Outlook, Word and PowerPoint
- Experience of the accounting requirements of a Higher Education or related public sector environment is desirable but not essential.
- Applicants will have a Professional Accounting Qualification (CA / ACCA / CIMA or equivalent) and a minimum of one year's post qualification experience; however two or more years would be desirable.
- A working knowledge of the Irish language would be an advantage

TERMS AND CONDITIONS:

Fixed Purpose Contract

The proposed appointment is by way of fixed purpose contract of 3 years (36 months) duration.

Salary and Pension

The starting pay for persons recruited to the University shall be at the scale relevant to the post of Senior Administrative Officer - UCD SAO Scale Ref IV_2013 (2010) (7078) (7 points as applicable to new entrants) as follows: €64,215, €66,415, €77,045, €83,280, €89,515, €95,745, €101,956..

For New Entrants, appointment will be made on the minimum point of the scale in accordance with DPER guidelines. Different pay and pension conditions may apply if, immediately prior to appointment the appointee is serving elsewhere in the public sector in a position in respect of which they are paying the Class A, B, C or D rate of PRSI contribution.

Rates of remuneration may be adjusted from time to time in line with Government Policy. Salaries are subject to the deduction of the pension related "Additional Superannuation Contribution" (ASC) in accordance with Section 4 of the Public Service Pay and Pensions Act 2017.

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, all new entrants to pensionable employment at the University on or after 1 January 2013 will be members of the Single Public Service Pension Scheme, details of which are available at: <https://singlepensionscheme.gov.ie/for-members/>

Membership of the University Pension Scheme is compulsory; retirement age is in accordance with Pension Scheme Rules.

Hours

Working hours are 35 hours per week, excluding lunch breaks and time spent travelling to and from the University, the timing of which is to be agreed with the Registrar.

Holidays

30 days holidays per annum.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in DPER 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.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. 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, whereupon public sector pension abatement provisions may apply.

Probation

A three-month probationary period will be served during which there will be an ongoing review of performance. The probationary period may be extended at the University's discretion.

Confidentiality

The successful candidate shall, throughout the period of employment, keep confidential and fully protected all such confidential information as shall be entrusted to them concerning the University, or which shall come into their possession by virtue of their position with the University and its various stakeholders.

Appointment

Appointments will be subject to satisfactory health reports from the University's medical adviser.

Application process

A completed application form with curriculum vitae and letter of application (addressing how you meet the qualifications/skills required) should be forwarded either by Email to personnel@nui.ie (preferred method) or by Hard-copy sent to Registrar's Office, National University of Ireland, 49 Merrion Square, Dublin 2

Closing Date

The closing date for receipt of applications is Friday 19th May at 5.00pm.

Assessment Procedure

Selection Panel: Applications will be considered by a Selection Panel, which will shortlist and interview candidates.

Interview Date

The interviews will be held on a date to be advised in late May/early June 2023. The interview may take place in person in the NUI offices, 49 Merrion Square, Dublin 2 or virtually, via MS Teams. Shortlisted candidates will be advised of the interview location and format no later than one week in advance of the interview.

All candidates will be notified of the outcome of their application in due course. The National University of Ireland is an equal opportunities employer.