

INSTITUTE OF PUBLIC ADMINISTRATION

JOB SPECIFICATION

Title of the Post: Finance Specialist

Grade: 3

Reports to: Grade 2

Job Function: As part of a small team to assist with design, delivery and development of learning and development programmes and consultancy projects.

Duties

1. To participate in identifying client needs, primarily in the financial reporting, management accounting, auditing and governance and develop value-added services (training, facilitation, mentoring, consultancy etc.) to address those needs.
2. To be responsible for designing and delivering specific training programmes, generic or customised, in particular those in the area of Financial Accounting and Management Accounting.
3. To be responsible for conducting consultancy assignments and participating in major organisational development, modernisation or reform projects.
4. To deliver and contribute to the organisation of accredited programmes, e.g. the Certificate in Audit Skills and any other professionally accredited programmes as they arise.
5. To organise events, conferences, seminars and briefings that will enhance the portfolio of the unit.
6. To design, deliver and manage modules and courses as per the portfolio of the unit.
7. To promote and market the services of the Institute generally.
8. To keep up-to-date with developments in public finance, accountancy and public management generally, through relevant Continuing Professional Development, that will add value and enhance the skills and services that can be offered to clients.
9. To carry out any other duties that may reasonably be assigned from time to time by the Head of the Unit.

Qualifications and Other Attributes Required

- An Accounting qualification or Masters degree in Finance or other relevant Public Financial Management discipline with practitioner experience ideally in a public sector or publicly funded workplace
- At least three years' experience working as an accountant/auditor in a finance environment
- At least three years' working experience in lecturing or training
- Exposure to private sector accounting statements and practices would be desirable.
- Exposure to computerised accounting software
- Good analytical and problem-solving skills
- Good report-writing skills
- Ability to communicate effectively with specialists and non-specialists alike
- Credibility to liaise with managers in client organisations on a consultancy basis
- Self-motivation and ability to manage own workload effectively
- Ability to work under pressure, and to deliver to tight deadline.
- Capacity to work effectively as part of a team, project group and implementation taskforce
- Competence and confidence to conduct group learning sessions for adults
- Experience of standard IT-based presentation aids and software packages

The appointment may be made on a permanent basis, a contract or a secondment basis with a view to permanency. The post is at Grade 3 Specialist level salary scale is €53,906 - €80,865.

Please email, stating (a) which post you are applying for and (b) how you meet the requirements of the role and attaching a full CV, by close of business on Friday 17th November 2017 to Liza Digan (ldigan@ipa.ie), Institute of Public Administration, 57 – 61 Lansdowne Road, Dublin 4, Telephone +353 1 2403600.