

TITLE OF POST:	Senior Finance Specialist
GRADE:	2
REPORTS TO:	Grade 1, Director, Training Development & Consultancy Division
JOB FUNCTION:	<p>The Senior Finance Specialist will have responsibility for the successful management and delivery of the portfolio of products and services of Financial Management Training, Development and Advisory Services in the IPA. This includes</p> <ul style="list-style-type: none">• Leading on product and service design, development and delivery of services aimed at improving financial governance and financial management and public sector accounting and financial reporting;• Engaging with clients to identify learning and development needs and advisory and consultancy services required and develop solutions as necessary;• Work collaboratively with specialist colleagues within the team and with specialist colleagues across the Institute on the design and delivery of services.

Principal Duties and Responsibilities

- Responsibility for the design, development, delivery and scheduling of Finance Unit portfolio of services
- Responsibility for the successful delivery of Audit and Assurance and Public Financial Management programmes
- Undertake consultancy, advisory and review projects as required by clients
- Develop new business in response to stakeholder needs and market demands
- Manage a team of Specialists and Administration staff
- Responsibility for the drafting, management and reporting on the budget performance of the Unit
- Develop networks and forums linking with key IPA client stakeholders
- Work with colleagues across the IPA in supporting the delivery of multi-discipline programmes and services
- To undertake such other duties as may be assigned from time to time.

Person Specification - Essential Attributes

- Recognised professional accountancy (ACCA/ICAI/CIMA/CIPFA) qualification or similar 3rd level qualification, at Masters level or equivalent, with a minimum of 5 years' senior post qualification experience.
- Strong management and leadership skills, problem solving and project management skills at an appropriate level in an Irish higher education, commercial or public sector organisation.
- Excellent presentation and communication skills, with well-developed skills in collaborative working.
- Evidenced technical knowledge of the following areas:
 - Financial Governance and Financial Management
 - Public Sector Accounting and Reporting

- Audit and assurance arrangements
- Experience in carrying out consultancy style reviews and drafting of related reports
- Well-honed interpersonal skills with experience of working with multi-disciplinary teams across diverse stakeholder groups
- Evidenced experience of presenting to groups and/or public speaking

Ideal Attributes

- Experience working in a public sector environment
- Expert user knowledge of MS Office, Adobe and Integra Finance Systems

General Conditions

This position will be filled on a permanent, contract or secondment basis. While the position is Dublin based a considerable amount of our work is delivered in client organisations throughout Ireland and abroad on occasions. Members of the staff of the Institute may be required to attend meetings and other functions on occasions outside normal working hours.

The salary scale for this position ranges from €67,037 – €94,353 (two LSIs) per annum pro rata.

Closing date for receipt of application is 12.00 noon on Monday 29th July 2019

Please email a CV clearly stating the Title of the post applied for) and covering letter stating how you meet the requirements of the roles by 12.00 noon on Monday 29th July 2019 to recruit@ipa.ie

July 2019