

Finance Manager in the Residential Tenancies Board (RTB) Higher Executive Officer

Applications are now sought to fill the post of Finance Manager (Higher Executive Officer) at the Residential Tenancies Board (RTB). The RTB Office is in Dublin City Centre.

The closing date for receipt of applications is midnight on Tuesday 20th March 2018.

BACKGROUND

The Residential Tenancies Board (RTB) is a public body set up to support and develop a well-functioning rental housing sector. Our remit extends to both the private rental sector and the Approved Housing Body sector. Our role is to regulate the rental sector; provide information to inform policy; maintain a national register of tenancies; resolve disputes between landlords and tenants and provide information to the public.

What do we do?

Information, research and education

We provide high quality information and assistance to the public, tenants and landlords on their rights and obligations, in terms of both living and providing accommodation in the rental sector. We also provide accurate and authoritative data on the rental sector, such as the Rent Index, which allows us to monitor trends in the sector, but also allows individuals to check and compare rents in particular locations.

Registrations

All private residential landlords and Approved Housing Bodies, who are not-for-profit housing providers, often referred to as Housing Associations, must register their tenancies. A public register of tenancies enables us to collect important data on the sector. It is also a key part of regulating and supporting the sector and ensuring that landlords and tenants are aware of their rights and responsibilities.

Dispute resolution

Since 2004, we have replaced the courts in dealing with the majority of disputes between landlords and tenants through our Dispute Resolution Service. This service offers a choice of resolution types to parties – mediation or adjudication.

Staffing and Resources

The RTB is primarily funded from tenancy registration fees. However, in recent years we have also received additional financial support from the Department of Housing, Planning and Local Government to put into effect significant changes in legislation and to deal with emerging issues in the residential tenancies sector. The RTB are operating on a budget of approximately €16m in 2018.

The RTB currently has a sanctioned staffing compliment of 61. Call Centre services, and document management / data entry is outsourced to a third party. The RTB is also supported by outsourced legal and ICT services.

THE ROLE

Applications are sought to fill the post of Finance Manager in the Residential Tenancies Board (RTB).

Reporting to the Head of Finance, Governance and Risk Management, the successful applicant will lead the RTB Finance team and manage the RTB's finance function. The successful candidate will work collaboratively across the RTB management team and will be responsible for guiding the finance function through a period of significant transition in reporting, forecasting, and analysing the performance of the RTB.

The ideal candidate is one who will relish the challenge of delivering in a busy environment, championing change and be comfortable engaging with a range of internal and external stakeholders. He/she will be responsible for all aspects of financial management and control, including statutory and regulatory requirements, financial reporting, budget development, and analysis. He/she will also play a lead role within the broader management team in supporting the framework of Corporate Governance and strong risk management within the organisation.

KEY RESPONSIBILITIES

- Working collaboratively across management, develop and implement financial processes, reporting, and management routines to ensure best-in-class financial management within the RTB.
- Develop the existing budget processes at the RTB to ensure greater accountability for income and expenditure and better analysis of performance.
- Managing the RTB's annual statutory accounts and appropriation accounts in accordance with Government financial procedures and guidelines and with recognised accounting standards.
- Liaising with the internal and external auditors and assisting them in the performance of their functions.
- Ensuring proper controls and performance measures are in place to deliver efficient and high value services.
- Reviewing, developing and managing governance processes and controls.
- Monitoring compliance with all relevant legal requirements, regulations, protocols and best practice in the RTB's financial management activities.
- Assisting in the oversight of the RTB's systems, controls, accounts, business plans and other matters.

REQUIREMENTS

Essential Qualifications

- A professional accounting qualification and membership of a recognised professional accounting body or significant relevant experience at an appropriate level.
- Have at least three years relevant financial management experience in a private or public sector organisation involving a broad spectrum of financial management work.

Essential Skills and Experience

- Strong analytical and problem solving skills and an ability to see tasks to completion.
- Ability to review existing financial management systems, controls and procedures in place and make changes to ensure they are effective and in line with organisational aims.
- Experience with continuous strengthening of a finance team and function.
- Have a proved track record in financial management.
- Strong skills in Microsoft Excel and competency in managing finance systems.
- Excellent written and verbal communication skills.
- Approachable and supportive, with the ability to communicate effectively with people in multi-functional areas.
- Experience of managing conflicting demands and responding to tight deadlines where tasks can be unpredicted and unpredictable.
- Experience in communicating complex financial information to non-financial people.
- A good knowledge of best practice in finance policy and procedures, government codes of practice, taxation legislation and procurement.
- Good understanding of public sector accounting and financial management systems or the ability to quickly acquire such understanding.

Health

Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Key Competencies

- Specialist Knowledge, Expertise and Self Development
- Management and Delivery of Results
- Analysis and Decision Making
- Interpersonal and Communication Skills
- Team Leadership
- Drive & Commitment to Public Service Values

Desirable Criteria

- Demonstrated ability to work with a collaborative style within teams.
- Ability to work on own initiative.
- Excellent communication skills, both written and oral.
- Skills in developing and delivering training for staff members.
- Excellent attention to detail.

Note: *The functions and responsibilities assigned to this position are based on the current stated role and may be changed from time to time. The person appointed requires the flexibility to fulfill other roles and responsibilities at a similar level within the RTB.*

PRINCIPAL CONDITIONS OF SERVICE

Tenure

The appointment is on a permanent full-time basis subject to the satisfactory completion of a probationary period.

Salary Scale

The salary scale for the position (rates effective from 1 January 2018) is as follows:

Higher Executive Officer (PPC) Salary Scale

€47,552 €48,943 €50,329 €51,716 €53,107 €54,495 €55,882 LSI1 €57,887 LSI2 €59,887

This rate applies to new entrants and will also apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

Higher Executive Officer Non-Personal Pension Contribution Salary Scale

€45,264 €46,586 €47,900 €49,217 €50,535 €51,860 €53,180 LSI1 €55,077 LSI2 €56,979

This rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

Long service increments may be payable after 3 (LSI 1) and 6 (LSI 2) years satisfactory service at the maximum of the scale.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Subject to satisfactory performance increments may be payable in line with current Government policy. Different terms and conditions may apply if, immediately before appointment, you are a currently serving civil/public servant.

Annual Leave

In addition to the usual Irish public holidays annual leave for this position is 29 working days rising to 30 days after 5 years' service, based on a five day week.

The above represents the principal conditions of service and is not intended to be a comprehensive list of terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

APPLICATION PROCEDURE

How to Apply

- Applications should be submitted via email to recruitment@rtb.ie
- Each candidate should submit a short covering letter outlining why you believe your skills, experience and values meet the requirements of the position highlighting the relevant [key competencies](#) along with an up to date CV ([click here to see sample CV layout](#)).

Closing date

Deadline for application: Tuesday **20th March 2018** at midnight.

Applications will not be accepted after the closing date.

Selection Process

The selection process *may* include:

- shortlisting of candidates, on the basis of the information contained in their application;
- a competitive interview;
- a second competitive interview which may include a presentation.

References

We would appreciate it if you could start considering names of people who would be suitable referees and that we might consult (2 - 3 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you. Please be assured that we will only contact referees should you come under consideration after interview stage. Please note, should you be successful in this competition, we will require a reference from your current employer, prior to recommendation for appointment.

General Information

Candidates should note that canvassing will disqualify. The RTB will not be responsible for any expenses, including travelling expenses that applicants may incur in connection with their application for this post.

Should the person recommended for appointment decline, or, having accepted it, relinquish it or if any additional vacancy arises, the RTB may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Appendix 1: Guidance Note on your Curriculum Vitae

Your CV should be no longer than **3-4 pages** in length and should clearly state your relevant achievements and experience in your career to date. A sample CV is attached below for reference.

The selection process may include shortlisting of candidates on the basis of the information contained in their cover letter and CV. It is therefore in your own interest to ensure your CV clearly and accurately reflects your **track record of achievement in the relevant areas** as well as your track record in **delivering on key strategic projects**.

Your career history is best presented in reverse chronological order so that the **most recent roles appear first**. Please ensure you cover the last 10-15 years work experience or last 3 or 4 roles in some level of detail depending on what you have done. For each position, please ensure you clearly indicate your **Management Level** and the **Number of Staff reporting to you**. You are also asked to include an indication of your **salary** level.

Positions held more than 15 years ago require only a summary description.

Education Details: Please specify status of award if not complete. Should you come under consideration for appointment, you may be required to provide evidence of any qualifications awarded.

At the end you may want to briefly note other achievements that you feel may be relevant to the particular role, e.g. other roles you may hold (Board Member, etc); Key Presentations; Language Skills (including level of fluency); Industry/sectoral recognitions; Publications etc.

Sample Curriculum Vitae Layout

Name:

Contact details: ie Address, Telephone (landline & mobile) & email address

Career History

| <u>Current Position:</u> | Job Title | Company | Dates: <i>from-to</i> | Salary |
|---|-----------|---------|-----------------------|--------|
| <ul style="list-style-type: none">• Key Accountabilities• Key Achievements• Budget Responsibility• Number of Staff | | | | |

| <u>Previous Position 1:</u> | Job Title | Company | Dates: <i>from-to</i> | Salary |
|---|-----------|---------|-----------------------|--------|
| <ul style="list-style-type: none">• Key Accountabilities• Key Achievements• Budget Responsibility• Number of Staff | | | | |

Education Details:

| | | | |
|---------------|--------------------------|---------|--------------|
| • Institution | Award (e.g. BA, MBA etc) | Subject | Year Awarded |
| • | | | |

Other Training:

| | | |
|-----------|---------------|----------------|
| • Subject | Training Body | Year Completed |
| • | | |

Professional Memberships etc:

| | |
|-----------------------|---------------------------------|
| • Level of Membership | Professional Body / Association |
| • | |

Additional Information:

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Appendix 2: Key Competencies

Higher Executive Officer Level Competencies

Effective Performance Indicators

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|--|---|
| Team Leadership | Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise |
| | Provides clear information and advice as to what is required of the team |
| | Strives to develop and implement new ways of working effectively to meet objectives |
| | Leads the team by example, coaching and supporting individuals as required |
| | Places high importance on staff development, training and maximising skills & capacity of team. |
| | Is flexible and willing to adapt, positively contributing to the implementation of change |
| Analysis & Decision Making | Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors |
| | Takes account of any broader issues and related implications when making decisions |
| | Uses previous knowledge and experience in order to guide decisions |
| | Makes sound decisions with a well reasoned rationale and stands by these |
| | Puts forward solutions to address problems |
| Management & Delivery of Results | Takes responsibility and is accountable for the delivery of agreed objectives |
| | Successfully manages a range of different projects and work activities at the same time |
| | Structures and organises their own and others work effectively |
| | Is logical and pragmatic in approach, delivering the best possible results with the resources available |
| | Delegates work effectively, providing clear information and evidence as to what is required |
| | Proactively identifies areas for improvement and develops practical suggestions for their implementation |
| | Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively. |
| | Applies appropriate systems/ processes to enable quality checking of all activities and outputs |
| Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers | |
| Interpersonal & Communication Skills | Builds and maintains contact with colleagues and other stakeholders to assist in performing role |
| | Acts as an effective link between staff and senior management |
| | Encourages open and constructive discussions around work issues |
| | Projects conviction, gaining buy-in by outlining relevant information and selling the benefits |
| | Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances |
| | Presents information clearly, concisely and confidently when speaking and in writing |
| Specialist Knowledge, Expertise and Self Development | Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others |
| | Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work |
| | Focuses on self development, striving to improve performance |
| Drive & Commitment to Public Service Values | Strives to perform at a high level, investing significant energy to achieve agreed objectives |
| | Demonstrates resilience in the face of challenging circumstances and high demands |
| | Is personally trustworthy and can be relied upon |
| | Ensures that customers are at the heart of all services provided |
| | Upholds high standards of honesty, ethics and integrity |