



JOB DESCRIPTION AND PERSON SPECIFICATION

FINANCE MANAGER GRADE VII

Job Title, Grade and Grade Code	Finance Manager Grade VII Grade Code: 0582
Competition Reference	SJL/11/2021/3
Whole Time Equivalent	1 WTE
Closing Time and Date	12 noon on Friday 10th December 2021
Proposed Interview date(s)	Week commencing 17 th January 2022
Taking up Appointment	A start date will be indicated at job offer stage
Duration of Post	Permanent Post
Location of Post	Management Administration, St. John's Hospital, John's Square, Limerick V94H272
Organisational Area	St. John's Hospital Limerick, UL Hospitals Group, HSE West
Post Specific Information	Details on this campaign can be found at http://www.stjohnshospital.ie/management-and-administration/recruitment/
Informal enquiries	Email; hr@stjohnshospital.ie
Details of Service	St John's Hospital, Limerick is a Voluntary Hospital founded in 1780. It is a Model 2S, acute general hospital and a member of the University of Limerick Hospitals Group. The hospital provides a range of inpatient and outpatient services, including general medicine, general surgery, urology, gynaecology and endoscopy services. The hospital also has an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit.
Service mission, vision and values	<p>St. John's is an acute General Public Voluntary Hospital, funded by the Health Service Executive.</p> <p><u>Mission statement</u> Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services.</p> <p><u>Aims and Objectives</u></p> <ol style="list-style-type: none"> 1. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment. 2. To provide healthcare based on the assessed needs and preferences of our service users which ensures mutual respect, holistic care and continuous learning, and training. 3. To monitor, evaluate and continually improve our services.
Reporting Arrangements	The post holder will: <ul style="list-style-type: none"> • Report directly and be accountable to the Head of the Finance Department and manage direct reports including:

	<ul style="list-style-type: none"> - Accounts Payable Officers - Patient Accounts Officers - Finance Officers <p>The role will involve working closely and engaging with the wider Finance team members and act as a business partner to the hospital department/service leads.</p> <p>The wider Finance team includes Payroll and Procurement teams.</p>
<p>Purpose of the Post</p>	<p>Reporting to the Head of the Finance Department, the Finance Manager will assist with leading and managing the Finance function within the hospital.</p> <p>The Finance Manager will monitor and continuously improve the internal controls and reporting mechanisms along with actively participating in the implementation of best practice.</p>
<p>Principal Duties and Responsibilities</p>	<p>Finance:</p> <ul style="list-style-type: none"> • Responsibility for the team management of Accounts Payable/Patient Accounts and Finance Officers • Responsibility for the preparation and presentation of accurate and timely monthly management accounts • Analyse data and provide actionable insights to the Head of the Finance Department • Ensure balance sheet and Income & Expenditure accounts are fully reconciled on a monthly basis • Develop the reporting suite including analysis of KPIs to help inform key decision makers • Be a leader in the development and implementation of department wide budgets and actively monitor and review financial performance against budget • Partner with the Department/Service leads to clearly convey the monthly financial performance and what it means for the Department/Service • Monitor and advise on the cash-flow position of the hospital on a monthly basis • Contribute to the development of financial policies and procedures • Ensure all financial records are readily available • Make decisions and solve problems in a timely manner and inform others of decisions that have implications for them • Assist in the design and delivery of annual Cost Improvement Programmes • Provide regular reports of the hospital's financial progress (including year-end forecasts) that are timely, relevant, accurate and meaningful to: <ol style="list-style-type: none"> 1. The Head of the Finance Department and the Executive Management Team 2. Budget holders and/or Department/Service Managers 3. External bodies e.g. HSE, HBS • Assist the internal audit function and address any weaknesses as may be identified • Assist the external audit function and address any weaknesses as may be identified

<p>Principal Duties and Responsibilities</p> <p>Principal Duties and Responsibilities</p>	<p>Corporate Leadership and Management</p> <ul style="list-style-type: none"> • Management (including performance achievement management), development, training and education of direct reports to ensure the highest standards of quality. • Represent the core Finance team on committees and groups as required by the Head of the Finance Department • Keep up to date on management accounting issues particularly in the sector and make recommendations on developments relevant to the hospital • Ensure that statutory financial requirements are met • Establish good professional working relationships with the internal auditor, external auditors, external agencies, regulators and inspectors • Act professionally and ethically at all times and adhere to relevant codes of conduct <p>Change Management:</p> <ul style="list-style-type: none"> • Promote and participate in the implementation of change • Embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring team knows how to action changes • Encourage and support staff through change process <p>Customer Service:</p> <ul style="list-style-type: none"> • Maintain relationships with key stakeholders • Promote co-operation and work collaboratively with other teams and functions • Promote and maintain a customer focused environment <p>The above is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time by the Head of the Finance Department and to contribute to the development of the post while in office.</p>
<p>Eligibility Criteria</p>	<p>1. Professional Qualifications & Development Each candidate must on the latest date for receipt of completed application forms, meet the following essential criteria:</p> <ul style="list-style-type: none"> • Hold a professional accountancy qualification and be a member of a recognised body of accountants • Educated to degree level • Evidence of continuing professional development <p>2. Professional Knowledge</p> <ul style="list-style-type: none"> • Detailed knowledge of General Accepted Accounting principles and Financial Regulations • Knowledge of Microsoft Office suite of applications including advanced competency in Excel • Detailed knowledge of managing a significant annual budget

<p>Eligibility Criteria Continued</p>	<ul style="list-style-type: none"> • Knowledge and understanding of current financial issues impacting the healthcare sector <p>3. Professional Experience</p> <ul style="list-style-type: none"> • Qualified accountant with minimum 3 years post qualified experience • Demonstrate experience of operating at a management level in a finance setting with evidence of producing high quality results • Experience of large-scale budget management <p>4. Leadership and Management Skills</p> <ul style="list-style-type: none"> • A high degree of analytical, conceptual and problem-solving skills in finance and business management • Excellent people management skills with the ability to lead individuals and influence without direct line management authority • Team player with the ability to contribute effectively and be accountable for own actions and decisions • An ability to work effectively under pressure and manage a number of programmes and projects at any one time • An ability to pay close and accurate attention to detail <p>5. Building Relationships / Communication / Interpersonal Skills</p> <ul style="list-style-type: none"> • Excellent interpersonal and communications skills to facilitate work with a wide range of individuals and groups • A track record of building & maintaining key stakeholder relationships • The ability to present information clearly, concisely and confidently and tailor to meet the needs of the audience <p>Desirable</p> <ul style="list-style-type: none"> • Experience in a healthcare environment • Knowledge of HIQA standards and Service Level Agreements (SLA) Monitoring arrangements <p>Age Age restriction shall only apply to a candidate where she/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 68 years of age.</p> <p>Health Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>Character Candidates for and any person holding the office must be of good character.</p> <p>Garda Vetting In accordance with Hospital policy Garda Vetting will form part of the selection process. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Hospital's requirements in this regard will be excluded from the competition.</p>
--	---

<p>Eligibility Criteria Continued</p>	<p>Mandatory Training The post holder is responsible for keeping up to date with all mandatory training as set out by the Head of the Finance Department and in line with statutory training requirements</p> <p>Adult and Child Safeguarding The postholder must comply with all relevant statutory safeguarding requirements and to undertake training as necessary, e.g. <i>Children First</i>.</p> <p>Covid -19 The post holder must comply with government and local policy guidelines pertaining to management of Covid -19 in the workplace</p>
<p>Other requirements specific to the post</p>	<p>The successful applicant will be required to work flexibly in response to changing local/organisational/network requirements.</p>
<p>Competition Specific Selection Process</p> <p>Short listing / Interview</p>	<p>Applications should be submitted by completing the hospital's job specific application form. Application forms and full particulars relating to the post are available on St. John's Hospital website, Details on this campaign can be found at http://www.stjohnshospital.ie/management-and-administration/recruitment/ or contact the HR department St. John's Hospital. Applications to recruitment@stjohnshospital.ie</p> <p>Ranking/Shortlisting/Interview A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.</p> <p>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</p> <p>Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.</p>
<p>Code of Practice</p>	<p>St. John's Hospital will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa-online.ie.</p>
<p>The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed.</p> <p>This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the</p>	

employee concerned. It is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.



TERMS AND CONDITIONS OF EMPLOYMENT

FINANCE MANAGER – GRADE VII

Tenure	<p>The appointment is whole-time, permanent and pensionable.</p> <p>A panel may be created from which future vacancies may be filled.</p>
Remuneration	<p>The salary scale for the post as at 01/10/2021 is: €51,342; €52,595; €54,062; €55,532; €57,008; €58,325; €59,668; €60,973; €62,270; €64,503; €66,742; LSIs</p> <p>New entrants start on the first point of the payscale. Incremental credit may be granted in respect of previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad.</p>
Working Week	<p>The standard working week applying to the post is: 37 hours delivered on a Monday to Friday basis. Flexibility on hours of attendance in consideration of service needs is required.</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
Annual Leave	<p>The annual leave entitlement is 30 working days per annum. Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.</p>
Terms of Employment	<p>All persons employed will be required to sign a contract of employment, which will set out the terms and conditions of the employment.</p> <p>A job description will form part of the contract documentation.</p>
Probation	<p>Employment will be probationary for the first twelve months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.</p>
Proficiency in the English Language	<p>A level of proficiency in the English language is a requirement of all roles within St. John’s Hospital.</p> <p>Proficiency in spoken English is assessed during the interview process.</p>
Uniform	<p>The appointee will be required to comply with and actively promote the existing dress code regulations.</p> <p>The appointee will also be required to wear an identity badge in line with existing conditions.</p>
Place of residence	<p>The person appointed will be required to reside within a reasonable distance of the Hospital.</p>

Sick Leave	There is a discretionary sick pay scheme, details of which are available from the Human Resources Department. Sick pay is contingent on full cooperation and compliance with the Hospital's absence management procedures.
Superannuation Contributions	<p>New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012.</p> <p>All other appointees will be required to register with the Voluntary Hospitals Superannuation Scheme and will pay superannuation contributions as follows:</p> <ul style="list-style-type: none"> (a) Persons who become pensionable officers of the Hospital, who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Hospital at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children) (b) Persons who become pensionable officers of the Hospital who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation, to contribute to the Hospital at the rate of 5% of their pensionable remuneration in accordance with the terms of the Scheme. (c) All persons who become pensionable officers of the Hospital, are required, in respect of the VHSS (Spouses and Children's Contributory Pension) Scheme, 1986, to contribute to the Hospital at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.
P.R.S.I.	<p>An officer's date of employment will be the determining factor in deciding which PRSI Class is applicable: -</p> <ul style="list-style-type: none"> (a) officers appointed on or after 6th April, 1995 from competitions advertised and run before that date will be covered by Class A insurance. (b) Officers appointed before 6th April, 1995 who resign from the health service prior to or after that date and who are subsequently re-appointed or re-admitted to pensionable posts on or after 6th April, 1995 will be covered by Class A insurance. (c) The Class A rate of PRSI contribution will apply to persons appointed to pensionable health service officer posts on or after 6th April, 1995 unless: <ul style="list-style-type: none"> (i) any person who is, immediately prior to employment, serving elsewhere in the public sector and paying the Class B, C or D rate of PRSI contribution. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> (ii) any person who is serving with an agency to which the Local Government Superannuation Code or the Voluntary Hospitals Superannuation Scheme or, in the case of Medical Officer posts, the Nominated Health Agencies Superannuation Scheme applies on 5th April 1995 and is paying full PRSI (Class A) on that date and, without a

	break in employment, is subsequently appointed to a pensionable health service officer post will pay Class D PRSI.
Confidentiality	In the course of employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.
General Data Protection Regulation (GDPR)	The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital's Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018 Hospital policies and procedures at all times. Details of the Hospital's policies are available on the intranet.
Hospital Policies and Procedures	All Hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.
Infection Prevention and Control	During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St John's Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.
Mandatory Training and Health and Safety at Work Act	The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
Children First Act	You are required to comply with the Children First Act 2015. It is a requirement of this post that you complete the HSE Land training in relation to Children First and any other training the Hospital deems appropriate in this regard.
Open Disclosure	You are required to comply with the requirements of the National Policy on Open Disclosure and take part in reviews and investigations when required.

Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.01.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001.
Professional Registration	<p>If you are employed in an area of work which requires membership of a professional body in order to practise, it is a condition precedent of your employment to maintain membership of such professional body. It is also your responsibility to comply with the relevant body's code of practice.</p> <p>You are required to advise the Hospital if your professional body in any way limits or changes the terms of your registration. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.</p>
Termination of Employment	<p>Two months' notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office.</p> <p>The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years.</p> <p>All other appointees in accordance with HR Circular 029/2018 who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.</p>