



JOB SPECIFICATION

ADMINISTRATIVE OFFICER FINANCE DEPARTMENT – GRADE IV

Job Title, Grade and Grade Code	Administrative Officer Finance Department - Grade IV Grade Code: 0558
Competition Reference	SJL06/2022/6
Whole Time Equivalent	1 WTE
Closing Time and Date	12 noon on Thursday 23rd June 2022.
Proposed Interview date(s)	To be confirmed.
Taking up Appointment	A start date will be indicated at job offer stage.
Duration of Post	Temporary 6 Month Contract.
Location of Post	Finance Department, 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/ Or phone the Finance Department on 061-462255 for additional information.
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	St. John's is an acute General Public Voluntary Hospital, funded by the Health Service Executive. Mission statement 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. Aims and Objectives 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 report directly and be accountable to the Finance Manager.
Purpose of the Post	The Grade IV Finance Officer will work as part of the finance team ensuring the service delivery targets of the Finance Department are met. They will carry out work and take on responsibilities as assigned by the Finance

	<p>Manager and support the delivery of efficiency projects within the Finance Department.</p>
<p>Principal Duties and Responsibilities</p>	<p>Key Duties & Responsibilities</p> <ul style="list-style-type: none"> • Assist in the day to day duties within the finance team with particular focus on the Accounts Payable function including office administration. • Manage the Accounts Payable inbox. • Enter invoices onto SAP Business One and ensure 3-way matching of documents. • Processing staff expense claim forms. • Deduction of Professional Services Withholding Tax and Relevant Contracts Tax. • Reconcile supplier statements to creditor ledger and investigate discrepancies. • Prepare suggested payments report on a regular basis. • Support the team with cashflow management. • Collaborate with the procurement team to ensure issues regarding Purchase Orders are resolved. • Collaborate with Service/Department Heads to ensure approvals are sought in a timely manner. • Be a key contact for our suppliers and ensure all queries are closed out in a timely manner. • Undertake ad hoc projects as required. • Provision of data to key decision makers. • Providing cover during leave periods and any other appropriate duties as may be determined by the Finance Manager. • Embrace change and adapt local work practices accordingly.
<p>Essential Skills or Competencies</p>	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Strong Microsoft Excel skills and proficiency using Microsoft Office. • Experience in SAP Business One would be an advantage. • Enthusiastic and willing to learn. • Excellent attention to detail. • At least three years' experience in a finance setting. <p><u>Evaluating Information, Problem Solving & Decision Making</u></p> <ul style="list-style-type: none"> • The ability to appropriately analyse and interpret information, develop solutions and contribute to decisions quickly and accurately as appropriate. • Flexibility, problem solving and initiative skills. • Capacity to anticipate problems and to recognise when to involve other parties at the appropriate time and level. <p><u>Teamwork</u></p> <ul style="list-style-type: none"> • The ability to work both independently and as part of a team. • The ability to achieve results through collaborative working. • Enthusiasm for new work practices. • The ability to interact in a professional manner with other finance staff, business budget holders and other key stakeholders.
<p>Essential Skills or Competencies</p>	

	<p><u>Communication & Interpersonal</u></p> <ul style="list-style-type: none"> • A track record of building and maintaining positive relationships with key internal and external stakeholders. • Effective communication and interpersonal skills including the ability to present information in a clear and concise manner. • Exceptional written, oral, and presentation skills.
<p>Eligibility Criteria/ Qualifications and/or experience</p>	<p>1. <u>Professional Qualifications, Experience, etc</u></p> <p>(a) Eligible applicants will be those who on the closing date for the competition:</p> <p>(i) Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.</p> <p style="text-align: center;">Or</p> <p>(ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.</p> <p style="text-align: center;">Or</p> <p>(iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction</p> <p style="text-align: center;">Or</p> <p>(iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).</p> <p><i>Note¹: Candidates must achieve a pass in Ordinary or Higher level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria</i></p> <p style="text-align: center;">and</p> <p>(b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.</p> <p style="text-align: center;">and</p> <p>(c) At least three years' experience in a finance setting</p> <p><u>Desirable</u></p> <p>A third level qualification in finance or a business-related discipline is desirable</p>

	<p>2. 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 on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p> <p>3. 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>4. 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>Other requirements specific to the post</p>	<ul style="list-style-type: none"> • Evidence of ability to identify areas / processes for improvement and having developed practical solutions for their implementation. • Knowledge of financial or hospital administration systems. • Experience of managing and delivering multiple concurrent pieces of work. • A flexible approach to working hours is required in order to ensure deadlines are met.
<p>Competition Specific Selection Process</p> <p>Short listing / Interview</p>	<p>Applications should be submitted by completing the hospital's job 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.</p> <p>Applications to Human Resources Department, St. John's Hospital. recruitment@stjohnshospital.ie</p> <p>Closing date for applications: 23/06/2022 12 noon</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 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.</p>	



TERMS AND CONDITIONS OF EMPLOYMENT
ADMINISTRATIVE OFFICER FINANCE DEPARTMENT - GRADE IV

Tenure	<p>The appointment is whole-time, temporary 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:</p> <p>€29,249; €31,218; €32,009; €34,008; €35,838; €37,439; €38,989; €41,079, €42,599, €44,128; €45,545; €46,968; LSI</p> <p>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: 35 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 27 working days per annum.</p> <p>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 six 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>Fluency in the English language is a requirement of this role.</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> <p>(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)</p> <p>(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.</p> <p>(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>
P.R.S.I.	<p>An officer's date of employment will be the determining factor in deciding which PRSI Class is applicable:</p> <p>(a) officers appointed on or after 6th April, 1995 from competitions advertised and run before that date will be covered by Class A insurance.</p> <p>(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.</p> <p>(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:</p> <p>(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> <p style="text-align: center;">Or</p> <p>(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.</p>

Confidentiality	<p>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.</p> <p>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 ever be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.</p>
General Data Protection Regulation (GDPR)	<p>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.</p>
Hospital Policies and Procedures	<p>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.</p> <p>Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.</p>
Infection Prevention and Control	<p>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.</p>
Mandatory Training and Health and Safety at Work Act	<p>The post holder is obliged to fulfil mandatory training requirements in line with this post.</p> <p>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.</p>
Children First Act	<p>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.</p>
Open Disclosure	<p>You are required to comply with the requirements of the National Policy on Open Disclosure and take part in reviews and investigations when required.</p>
Adult and Child Safeguarding	<p>The post holder must comply with all relevant statutory safeguarding requirements and undertake training as necessary</p>
Covid -19	<p>The post holder must comply with government and local policy guidelines pertaining to management of Covid-19 in the workplace.</p>

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>