

## IRISH AVIATION AUTHORITY

### VACANCY

#### FINANCE ASSISTANT

**Note:** *This Notice should be brought to the attention of all eligible serving employees, including employees absent from duty.*

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Role	Finance Assistant
Salary Scale	Commensurate with the experience and qualifications of the successful candidate
Reports to	Finance Manager
Location	The Times Building, 11-12 D'Olier Street, Dublin 2.
Position	Full-Time
Duration	Permanent

#### **THE IRISH AVIATION AUTHORITY**

The Irish Aviation Authority (IAA) has three main functions: the provision of air traffic management and related services in Irish controlled airspace, the safety regulation of the civil aviation industry in Ireland and the oversight of civil aviation security in Ireland.

As part of the Government's ongoing aviation regulation reform initiative, the Irish State's aviation regulation regime will be re-organized by incorporating the Commission for Aviation Regulation into the IAA to create a single, unified aviation regulator. The new IAA will become the State's standalone aviation regulator, responsible for safety, security, consumer affairs and economic regulation of civil aviation in the State.

The duties and responsibilities of the role are set out below. While the contract terms and conditions will not be affected, the scope of the role may be subject to change when the Commission for Aviation Regulation is merged with the new Irish Aviation Authority. This will provide the successful candidate with an exciting opportunity to make an influential contribution to the establishment of a modern Irish aviation regulator with responsibility across the full range of regulatory issues affecting industry and consumers.

#### **JOB DESCRIPTION**

The Finance Assistant reports to the Finance Manager and is a vital link in the IAA's Finance team. The primary role of the Finance Assistant is to fulfil the administrative requirements of the Finance team, such as purchase to payment, payroll, and travel & subsistence processing. They will also assist with ad-hoc reporting, audits, and budgetary preparation. The team contains a Finance Officer who will lead on the daily P2P and T&S processing duties. This position will provide the successful candidate with the opportunity for personal and career development within the organisation.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

The Finance Assistant will assist the Finance Officer and Finance Manager in the following areas. This role would be suitable for a person interested in building a career in Finance.

### **Purchase to Payment**

- Posting of purchase invoices
- Administration of purchase order system (with support from purchasing team)
- Preparation of weekly payment runs
- Creditors reconciliations and reporting
- Resolve supplier queries

### **Travel & Subsistence**

- Check that expense submissions are accurate and in line with company policy before sending for payment

### **Payroll**

- Provide administrative support to the payroll function

### **Bank & Cash**

- Record bank receipts and payments
- Prepare bank reconciliations
- Maintain petty cash

### **Reporting & Other**

- Before the merger with the IAA, report to the HR and Corporate Services teams for whom you will assist with administrative duties
- From the merger onwards you will work closely with the Finance Officer
- Assist with internal and statutory audits
- Assist with budget preparation
- Prepare Prompt Payment quarterly returns
- Assist the Finance Officer and Finance Manager with ad-hoc reporting
- Ad hoc duties as required

## **SKILLS AND QUALIFICATIONS**

The successful candidate should have the following qualifications and skills:

### **Required:**

- Leaving Certificate or equivalent
- 1 years' minimum administrative work experience
- Demonstrates excellent communication and interpersonal skills
- Excellent planning, time management and organisation skills with the ability to work to deadlines while adhering to procedures
- Have a high standard of written, presentation and numerical skills
- Strong analytical and problem-solving skills with a thorough, logical approach
- Self-confidence, initiative, and drive with the ability to perform within a team
- Always displays a high standard of professionalism
- Positive, flexible attitude, and is committed and keen to learn new skills/systems

**Advantageous:**

- Working towards an Accounting Technician or other Accountancy qualification
- Previous experience in SAGE Accounts software or similar accounts packages
- Previous experience with Purchase Ordering system
- Prior experience working in a public service or semi-state body
- Excellent IT skills and working knowledge of Office 365 and Microsoft Office Suite applications such as Microsoft Sharepoint, Excel, Word, and Outlook

**KEY COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE:**

For assessment of applicants the following competency model will be used. This model reflects the changing and more complex environment in which those at this level operate. Each competency is supported by a list of key performance indicators set below

**EFFECTIVE PERFORMANCE INDICATORS****Teamwork:**

- Shows respect for colleagues and co-workers
- Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
- Offers own ideas and perspectives
- Understands own role in the team, making every effort to play his/her part

**Information Management / Processing:**

- Approaches and delivers all work in a thorough and organised manner
- Follows procedures and protocols, understanding their value and the rationale behind them
- Keeps high quality records that are easy for others to understand
- Draws appropriate conclusions from information
- Suggests new ways of doing things better and more efficiently
- Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc

**Delivery of Results:**

- Takes responsibility for work and sees it through to the appropriate next level
- Completes work in a timely manner
- Adapts quickly to new ways of doing things
- Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
- Writes with correct grammar and spelling and draws reasonable conclusions from written instructions
- Identifies and appreciates the urgency and importance of different tasks
- Demonstrates initiative and flexibility in ensuring work is delivered
- Is self reliant and uses judgment on when to ask manager or colleagues for guidance

## Customer Service & Communication Skills

- Actively listens to others and tries to understand their perspectives/ requirements/ needs
- Understands the steps or processes that customers must go through and can clearly explain these
- Is respectful, courteous and professional, remaining composed, even in challenging circumstances
- Can be firm when necessary and communicate with confidence and authority
- Communicates clearly and fluently when speaking and in writing

## Specialist Knowledge, Expertise and Self-Development:

- Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant
- technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.
- Clearly understands the role, objectives and targets and how they fit into the work of the unit
- Is committed to self development and continuously seeks to improve personal performance

## SELECTION PROCESS

### The Selection Process may include:

- Shortlisting of candidates, based on the information contained in their application.
- A competitive preliminary interview.
- Psychometric testing.
- Work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate.
- A second competitive interview which may include a presentation

### Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, we may decide that a smaller number will be called to the next stage of the selection process. In this respect, we provide for the employment of a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

Application documents will be reviewed against shortlisting criteria. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

## **REFERENCES**

It would be useful if you would begin to consider names of people who would be suitable referees and that we might consult (3 names and contact details). The referees do not have to include your current employer but should be able to provide a reference for you. The referees should be able to provide relatively recent information on your performance and behaviour in a work context.

You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after preliminary interview stage. Please note, should you be successful at final interview, we will require a reference from your current employer prior to recommendation for appointment.

Successful candidates may be required to complete several clearance processes such as Health and Character Declaration and any other relevant checks required for the particular role.

## **OTHER IMPORTANT INFORMATION**

The IAA will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the IAA is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position the IAA will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, the IAA may at its discretion, select and recommend the candidate who came second for appointment on the results of this selection process.

Applications will be treated in strict confidence. Deeming of candidature to be withdrawn - Candidates who do not attend for interview when and where required, or who do not, when requested, furnish such evidence as the IAA require in regard to any matter relevant to their candidature, will have no further claim to consideration.

### **Candidates' Obligations**

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

#### **Candidates must not:**

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where they have not been appointed to a post, they will be disqualified as a candidate and
- where they have been appointed after the recruitment process in question, they shall forfeit their appointment.

### **SALARY RATE**

The salary will be commensurate with the experience and qualifications of the successful candidate.

### **PROBATIONARY PERIOD**

The position is subject to a probationary period of 6 months from the date of actual commencement and is subject to the provision of satisfactory performance during that period.

### **HOURS OF WORK**

The hours of work are 36 hours per week. Standard working hours at the IAA are:

Monday to Thursday: 9:15am to 5:30pm with 1-hour lunch break

Friday: 9:15am to 5:15pm with 1-hour lunch break

### **ANNUAL LEAVE**

Annual Leave excluding public holidays is 23 days per annum.

### **PENSION**

The successful candidate will on date of joining become a member of the Irish Aviation Authority Hybrid Scheme 2012 which has a dual element to it in the form of both a defined benefit plan and defined contribution plan.

- The Defined Benefit Plan:  
*Provides benefits on both your Salary up to the level of the Cap (currently €60,840), and your Pensionable Service.*
- The Defined Contribution Plan:  
*An individual may join the Defined Contribution Plan if their salary is greater than the Cap (currently €60,840).*

Normal Retirement Date as a member of the 2012 Hybrid Pension Scheme is at age 65.

Full details of the scheme are contained in the explanatory booklet which is available on request.

### **OTHER BENEFITS**

- Access to cycle to work scheme
- Tax free Bus/ Luas/ Rail to assist with travel costs to and from work

- Access to Employee Assistance Programme
- Access to IAA health and wellbeing initiatives
- Learning and Development opportunities

## LOCATION

The IAA is based in the Times Building, 11-12 D'Olier Street, Dublin 2 near Trinity College. We are convenient to all Luas lines; several Dublin Bus routes and are about 5 minutes from Tara Street Railway Station. We are also just minutes from O'Connell Street and St. Stephen's Green.

Hybrid working arrangements may be agreed in line with IAA Remote Working Policy.

## APPLICATION

Applications must consist of the following to be considered for shortlisting:

- A cover letter (max. two A4 pages) outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements of the position.
- A comprehensive CV.

**Full complete applications including a CV and cover letter** should be emailed to [jennifer.boylan@iaa.ie](mailto:jennifer.boylan@iaa.ie) and received no later than 3pm on Monday 27<sup>th</sup> February 2023 using the reference **IAAFA0223**.

## ELIGIBILITY

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). To qualify candidates must be citizens of the EEA on the date of application.

Please click this link to view current member states in the EEA:

EEA member countries and cooperating countries — [European Environment Agency \(europa.eu\)](http://europa.eu)

**The IAA are not in the position to offer sponsorship for this role.**

The IAA is an equal opportunities employer and welcomes applications from people from diverse backgrounds and under-represented groups including ethnic minority and people with disabilities.

## DATA PROTECTION

As part of any recruitment process, the IAA collects and processes Personal Information relating to job applicants. We may collect your name, address, personal public service number and contact details, including email address, telephone number, details of your qualifications, skills, experience and employment history, and information about your current level of remuneration (including benefit entitlements).

For more information, please follow this link to our Privacy Notice: [Privacy \(iaa.ie\)](#)