



**Grangegorman
Development Agency**
Gníomhaireacht Forbartha
Ghráinseach Ghormáin

CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open Competition for appointment to the position of:

Assistant Accountant Panel

Grangegorman Development Agency

(Four Year Fixed Term Contract)

Closing Date: Friday 10th September 2018

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Grangegorman Development Agency

The Clock Tower, Grangegorman Lower, Dublin 7, D07 XT95

Telephone Number: (353) 1 402 4140 URL: www.ggda.ie

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ASSISTANT ACCOUNTANT PANEL

1. Background Information

The Grangegorman Development Agency (GDA) is a statutory agency established in 2006 by the Irish Government under the Grangegorman Development Agency Act 2005 to redevelop the former St. Brendan's Hospital grounds in Dublin City Centre. The development represents one of the largest regeneration projects and urban design undertaken within the city core for many decades.

The site extending to 30 hectares (73 acres) will be entirely redeveloped to create 21st century facilities to meet the needs of the Health Service Executive (HSE), Dublin Institute of Technology (DIT), the City and surrounding communities.

2. Project Vision

The Vision for the Grangegorman Project elaborates upon the statutory purpose of the Grangegorman Development Agency (GDA) and embraces the identified needs of the stakeholders to describe a vision for the future reality of Grangegorman and to establish key success measures for the project.

The Project Vision establishes the overall Project Aims and may be described as follows:

- To satisfy the requirements of the Grangegorman Development Agency Act 2005.
- To develop a world class integrated campus for Dublin Institute of Technology – a flagship in development within higher education in Ireland, incorporating leading edge design, educational innovation and technology.
- To redevelop St. Brendan's Hospital and other local clinical services on a state-of-the-art integrated healthcare campus which enables a high class service model to be delivered by the Health Service Executive.
- To generate community benefit through enhanced physical environment, sport and recreational facilities, arts and cultural spaces, social and educational amenities, and economic opportunity.
- To achieve excellence in architecture, urban design and sustainability and protect the architectural heritage of the site.
- To develop a new city quarter which links with and adds value to its surrounding neighbourhoods and the city in general and articulates Dublin City Council's vision for the City as expressed in the City Development Plan.
- To maintain a communication strategy throughout the delivery of the project that facilitates appropriate consultation.

3. Principal Duties

The role of Assistant Accountant is to contribute to the achievement of the Agency's objectives and effectiveness by ensuring that the day to day finance functions are efficient and responsive to Project needs. The appointee will be responsible for financial management and delivery of robust financial controls and reports.

Working with the Director of Finance and Financial Controller, the Assistant Account will have the following key responsibilities:

Purchase Ledger

- Processing of purchase orders and checking approval & authorisation to strict guidelines
- coding & posting of invoices
- Preparing electronic files for bank payments

Sales Ledger

- Processing of sales invoices
- Responsible for preparing accounts to Trial Balance level
- Bank reconciliations weekly and monthly
- Prepare & file Vat returns
- Prepare & file RCT and PSWT returns
- Administration duties - filing, etc

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 fulfil other roles and responsibilities at a similar level within the GDA. While the Assistant Accountant will be expected to take initiative and be willing to take on tasks these will be as part of a wider team of Architects, Accountants, Commercial, Quantity Surveying and other disciplines and relevant guidance, as necessary, will be provided.

4. Qualifications and Experience

4.1. Essential Requirements:

The declared qualifications for the post of Assistant Accountant are as set out hereunder:-

4.1. Education, Training, Experience, etc.

Each candidate must, on the latest date for receipt of completed application forms:

- (a) Completed the Accounting Technician Ireland qualification or equivalent (or at an advanced stage in the exams)

4.2. Experience of Sage 50 and Sage 200

4.3. Knowledge and experience of Sage Construct an advantage

4.4. Proficient in excel and Microsoft office products

4.5. Desirable Requirements

The ideal candidate shall:

- (a) Good organisational skills, ability to work on own initiative
- (b) Good communications skills and ability to work as a team
- (c) Ability to priorities work tasks, so to meet required deadlines
- (d) Possess good IT skills.

5. Eligibility to apply and certain restrictions on eligibility

NOTE: Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements, on the date specified above, and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

Please note that, given the volume of applications, PAS is not in a position to consider or offer advice on the qualifications/eligibility of individuals unless they come under consideration. The onus is on the candidate to ensure they fulfil the eligibility requirements set out above. PAS reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications.

Candidates who are unable to show that they hold the required qualifications may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

5.1. Health & Character

Candidates must be in good health, capable and competent of carrying out the work assigned to them, and they must also be of good character. Those under consideration for a position will be required to complete a health and character declaration. References will be sought. Some posts will require special security clearance and will require completion of a form for Garda vetting purposes. In the event of conflicts of interest, candidates may not be considered for certain posts.

5.2. Eligibility to Compete and Certain Restrictions on Eligibility

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer.

5.3. Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

5.4. Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

5.5. Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013) The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration:

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

6. Principal Conditions of Service

6.1. Pay

Entry will be at the minimum of the scale and increments may be awarded subject to satisfactory performance and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Personal Pension Contribution

Non PPC (Personal Pension Contribution) Scale (this scale will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a compulsory personal pension contribution).

€30,680 – €33,056 – €33,650 – €36,617 – €39,592

Other pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

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.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

6.2. Annual Leave

25 rising to 29 after 5 years' service, 31 after 10 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the public/civil service, is based on a five day week and is exclusive of the usual public holidays.

6.3. Hours of Work

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours 15 minutes gross per week. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. Working hours will be in accordance with the standard arrangements and will equate to no less than 37 hours (net of rest breaks) per week. No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

6.4. Place of Work

The GDA's offices which are currently located at Grangegorman Lower, Dublin 7, D07 XT95.

6.5. Tenure

The position of Assistant Accountant is a full-time fixed term contract appointment of 4 years duration. The provisions of the Unfair Dismissals Acts 1977 – 2007 will not apply to the termination of the contract consisting only of the expiry of the fixed term. The Assistant Accountant panel will be live for 2 years.

6.6. Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the employing Department or Organisation. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

6.7. Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

6.8. Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption,

the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- Ill-Health-Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

6.9. Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

6.10. Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

IMPORTANT NOTICE

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

7. Competition Process

Candidates should submit a comprehensive CV setting out career history with responsibilities and achievements. Enclose a covering letter, highlighting your suitability for this role and providing your full postal address, daytime, and mobile telephone numbers.

If after reading the material you have any questions about any aspect of the recruitment for this appointment please email recruitment@ggda.ie

Closing date

Please email your Curriculum Vitae with a covering letter to be received no later than 5pm Monday 10th September 2018 to recruitment@ggda.ie, clearly identifying the role you are applying for in the Subject Line: Application for position – Assistant Accountant Panel.

You can also post or deliver to:

Confidential Assistant Accountant Panel
Nora Rahill
Corporate Affairs
Grangegorman Development Agency
The Clock Tower
Grangegorman Lower
Dublin 7
D07 XT95

Only applications received by 5pm will be accepted into the campaign. **Applications will not be accepted after the closing date.**

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: **Anne-Marie Deasy** at (01) 402 4140 or email anne-marie.deasy@ggda.ie

Interviews for this post are likely to be held in September 2018

You are advised to check your Junk/Spam email folders as communication of the recruitment process will be sent by email to all candidates. You are also advised to check these folders regularly.

The onus is on each applicant to ensure that she/he is in receipt of all communication from the Grangegorman Development Agency (GDA).

The GDA accept no responsibility for communication not accessed or received from/by an applicant

Candidates should make themselves available on the date(s) specified by the GDA and should make sure that the contact details specified on the application form are correct.

Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application

- a competitive preliminary interview
- presentation or other exercises
- a final competitive interview
- Any other tests or exercises that may be deemed appropriate

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to 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, the GDA may decide that a number only will be called to interview. In this respect, the GDA provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of 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. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

Security Clearance

Police vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided.

Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed by the GDA. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Other important information

The GDA will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the GDA are satisfied that such person fulfils the requirements of the competition or is

Not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the GDA 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 or if an additional vacancy arises the GDA may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates' Obligations:

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

Contravention of the Code of Practice

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process, they will be disqualified as a candidate and excluded from the process; has been appointed to a post following the recruitment process, they will be removed from that post.

Confidentiality of Information and Materials

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials and/or interview related information may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned.

To make a request to access your personal data please submit your request by email to: gdpr@ggda.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by the GDA are set out on the Data Protection Policy on www.ggda.ie.

Canvassing

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