

<b>Role:</b>	<b>Temporary Finance Officer</b>
<b>Location of Employment</b>	159-161 Sheriff Street Upper, Dublin 1
<b>Job Title</b>	Temporary Finance Officer
<b>Reporting to</b>	Finance Operations Supervisor
<b>Contract</b>	Fixed-Term – Ending on 27 <sup>th</sup> November 2020
<b>Salary</b>	€27,257 – €34,266 per annum
<b>Hours</b>	35 hrs (Mon to Fri 9am – 5pm with 1 hour lunch)
<b>Leave</b>	22 days (+ 3 days office closure at Christmas)

Clúid Housing is a progressive and dynamic not-for-profit Irish housing association.

Clúid Housing is an equal opportunities employer and proud to have been recognised as a top employer in Ireland. At Clúid Housing we firmly believe that our success is down to our dedicated 200+ staff working in every corner of Ireland. Our company is made up of talented people who bring enthusiasm, confidence, expertise, professionalism and respect to our business. Our staff consistently work towards achieving our vision of creating a society where everyone has a great place to live.

Our employees benefit from a great working environment, great learning opportunities, a supportive management team and an extensive benefits package:

- Competitive Remuneration
- Excellent & Continuous Training
- Development Opportunities
- Flexible Working Arrangements
- Access to an Employee Assistance Programme
- Excellent Employee Benefits

If the above appeals to you, then keep reading.....and remember Clúid Housing is proud to be an equal opportunity employer.

### **The Finance Department**

The Finance Department provides a range of financial services in support of Clúid's primary mission. It is led by the Director of Finance and Treasury and supported by the Financial Controller and Finance Business Planning Manager and their teams.



**Role:** Finance Officer

**Role Overview:** This role of Finance Officer is key amongst the department in meeting the financials and budgetary controls of the association in line with best practice.

**Reporting to:** Finance Operations Supervisor

**Key responsibilities**

**Main Duties**

- Processing of annual rent review for all tenants
- Respond to tenants rent queries in a prompt and efficient manger
- Assist with the administration of all mailings to/from tenants as part of annual rent review
- Document and amend processes and procedures where required
- Other ad-hoc duties and financial projects as directed by the Management Accountant
- Provide cover for other finance staff during holiday and other busy periods.

**Corporate Responsibilities**

- Ensure all activity is aligned to Clúid’s values and contributes to the mission of supporting the development of thriving communities
- Adhere to all Clúid’s policies and procedures at all times
- To exercise discretion at all times
- To fulfil all care and standards regarding Clúid’s and your own health and safety obligations

**General**

- Attend/request training appropriate to your role
- Provide administrative support to the finance department
- To positively promote the Clúid in all activities
- Any other duties which are consistent with your role

**Key competencies required in the role**

- Flexible
- Communication
- Problem Solving
- Analytical Skills

**Person Specification**

Key Skills	Essential	Desirable
Candidates will be shortlisted on the basis of <b><u>illustrating in their application that they fulfil the following criteria.</u></b> Examples that demonstrate the ability to fulfil the criteria should be included as well as the above competencies.		
Education / Qualifications	Essential	Desirable
▪ Educated to Leaving Cert or Equivalent	✓	
▪ Accounting Technician or equivalent		✓



Knowledge / Skills	Essential	Desirable
▪ I.T. skills to intermediate level, particularly Excel	✓	
▪ Knowledge of accounting systems	✓	
▪ Attention to detail	✓	
▪ Problem solving skills	✓	
▪ To plan and organise at a personal level	✓	
▪ Ability to adapt to new IT system	✓	
▪ Excellent communication skills	✓	
▪ Knowledge of payroll (gross to net calculations)	✓	
Experience	Essential	Desirable
▪ A minimum of 2 years' experience in a finance department	✓	
▪ Accounts payable/receivable experience	✓	
▪ Experience working with various Accounting Systems	✓	
▪ Nominal ledger reconciliation experience	✓	
▪ Ability to work closely with departments outside of Finance	✓	

**The closing date for applications to be returned for this role is at noon on 17<sup>th</sup> August 2020.**

**It is anticipated that interviews for the position will be held on Monday 24<sup>th</sup> August 2020.**

*Please [click here](#) to complete our online application form.*

*(Please note the application form requires the completion of 4 competency based questions, advice on how best to answer these questions can be found below)*



**Our vision** is of a society where everyone has a great place to live.

**Our mission** is to provide quality housing and services to enable people to create homes and thriving communities.

## OUR VALUES

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### Leadership

We are passionate about results that matter and are committed to constantly challenging the way we do things, so that we can be the best at what we do.

We aim to set the benchmark for housing quality and customer service.

We accept only the highest standards of conduct and put service before self-interest.

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### Collaboration

We are approachable and responsive.

We aim to get the best, mutually beneficial results from all our working relationships.

We keep our promises.

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### Responsibility

We take personal and collective responsibility to ensure that the needs of our customers are consistently met in a cost effective and sustainable manner.

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### Caring

We believe that when we care for each other, interacting with integrity and respect, we will ultimately achieve the best possible outcome in any given situation.



## COMPETENCY BASED QUESTIONS

### *Information on completing Competency Based Questions:*

As part of your application you are required to describe some of your personal achievements to date that demonstrate certain necessary skills and qualities required for this position. The skills and qualities are outlined in the Questions Areas of the application form. All question areas must be completed and remember that you will be questioned on all areas at interview if you are invited to one. The instructions below will help you to complete your answers, but you should also consider these instructions when you are preparing for interview.

For each question you are given a description of the competency. You are then asked to describe a situation, from your own experience, which you think is the best example of what **YOU** have done which demonstrates this skill or quality. It is essential that you describe how **you** demonstrated the skill or quality in question.

The information you present here will form part of a shortlisting process, where necessary, and may also be used to help structure your interview, if you are invited to one. Therefore, compose your replies carefully and try to structure what you write so that you give specific information about what you have done – for example, do not simply say that “X was successful”, describe exactly what you did and how you demonstrated the skill or quality in question.

### *For each of the examples please include the following:*

- (a) The nature of the task, problem or objective;**
- (b) What you actually did and how you demonstrated the skill or quality**
- (c) The outcome or result of the situation**

Please do not use the same example to illustrate your answer to more than two skill areas.

Please note that, should you be called to interview, the Interview Board may look for **additional examples** of where you demonstrated the skills required for this post so you





## **EXAMPLES ON HOW TO COMPLETE THIS SECTION OF THE APPLICATION FORM**

**Competency: Communication Skills:** *able to adapt your communication style to particular situations and audiences..... Able to produce clear and concise written information....*

**Example 1:** *I was responsible for producing important management reports and supporting presentations for a range of important and high profile clients. Through my understanding of the clients' needs and my effective communication skills, I have ensured that the reports that go to the clients are relevant and focused, and are continually improved. The reports I have produced and the presentations I have made were well received by all my clients. As a result of the combination of my analytical thinking and interpersonal and communication skills, my brief has been extended to lead the development of the strategic plan for the organisation.*

### **Example 2:**

**(a)** *The unit I was attached to was responsible for producing a management report and supporting oral presentation for several large clients, some with significant problems and issues to report. In some cases the management report was publicly available and was subject to a great deal of scrutiny. A new style/format of management letter needed to be developed for my clients, as many of the clients were complaining that the letters were too large/long and difficult to read.*

**(b)** *I was tasked with developing a new style of management letter for the clients. I had to meet stringent quality requirements/criteria whilst addressing the need to reduce its size. Following consultation, mainly over the phone and face-to-face, with the majority of our clients, I realised that a summarised report format with a better visual and more interactive presentation was the answer. I developed a format for a summarised report, reducing the average length from 40 pages to just 10. I achieved this through careful editing of information and increased use of graphs etc. I then developed a more focused presentation to clients and included more graphical displays and incorporated short presentations by colleagues directly involved in producing the work. During the presentations I encouraged clients to ask questions and develop their understanding of*



*the issues at hand.*

*(c)The summarised management report and improved presentations were seen as a success by the clients, who with exception, in responding to an evaluation survey, found the new format/style better than the previous, and all requested that the revised system should be continued.*

### **Example 1 (above):**

This is **not** a good example because it:

- does not give sufficient details of exactly what the person did or how they actually demonstrated their *“effective communications skills”*, also, it is not clear where the information requested at (a), (b) and (c) above is presented.

### **EXAMPLE 2 (ABOVE):**

This is a **better** example because it:

- describes exactly what the person did and how they communicated, for example *“.....consultation, mainly over the phone and face-to face” & “developed a format for a summarised report, reducing the average length from 40 pages to just 10” “achieved this through careful editing of the information and increased use of graphs”. “Encouraged clients to ask questions”*

- Also, it is clearer where the information requested at (a), (b) and (c) above is presented.

### **Reminder:**

Please note that all competencies must be completed at the time of application.

Failure to complete all areas of the application form may result in you not being brought forward to the interview stage of the selection process.

