**MAYO COUNTY COUNCIL**

**EXECUTIVE ACCOUNTANT**

**INFORMATION BOOKLET**

**Closing Date not later than**

**4.00p.m on Thursday 6th February 2025**

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Mayo County Council is at the heart of the local community and is the key driver of economic and social development in Mayo. As the democratic leader of the County, we represent the people while delivering vital public services to a population of over 130,000 citizens in the areas of housing, roads transportation, planning, environment, economic and community development, tourism, libraries, fire and emergency response, parks, amenities, heritage, and the arts. With over 1,200 employees, we offer a wide range of excellent career opportunities for candidates with an interest and passion for working in the public service, both from our headquarters in Castlebar and various district/area offices throughout the County.

# MAYO COUNTY COUNCIL - THE ORGANISATION

**Our Mission**

To foster and promote the wellbeing and quality of life of our people and communities in Mayo and to enhance the County as a place to live, work, visit, invest, study, and enjoy.

**Our Vision**

A County that is Sustainable, Inclusive, Thriving and Proud.

**Our Values and Guiding Principles**

**THE PUBLIC AT THE CENTRE**

The public is at the centre of everything we do. The quality of their interaction with us, in accessing services, in participating and engaging in the local policies, projects and decisions that affect them is paramount. A commitment to quality customer service, open communication, and partnership working are fundamental to how our organisation operates.

**VALUE FOR THE PUBLIC**

The obligation to ensure we operate within our financial resource capacity and give value for money to the public in how we carry out our functions will guide our corporate plan.

**DEMOCRATIC MANDATE**

Mayo County will work proactively to deliver the Council’s democratic mandate.

**SUSTAINABLE DEVELOPMENT**

Mayo County Council is a Sustainable Development Goal (SDG) Champion, and this rightly reflects our aspiration to be a leader in sustainable development. As champions we will incorporate the SDGs into our work and will collaborate with the wider community to promote and advance the SDGs across Mayo

# THE ROLE – EXECUTIVE ACCOUNTANT

Mayo County Council is inviting applications from suitably qualified persons for the position of Executive Accountant. This is a senior role within the Finance Department reporting directly to a Financial/Management Accountant

The successful candidate will be responsible for developing and efficiently operating management reporting systems and processes in support of management planning, decision making and performance management. They will be responsible for introduction of new initiatives, policies and procedures and working with multidisciplinary teams. This will include assisting with the development and co-ordination of revenue/capital budgets, financial management reporting systems, completion of the annual financial statement, treasury management and supporting strategic and operational planning.

The ideal candidate must therefore be a highly motivated person, with a strong sense of commitment to delivering quality public services, willing to take on a challenge and work on their own initiative.

**Benefits of Working in Mayo County Council**

Mayo County Council offers a fulfilling career in a supportive and inclusive workplace where employees are valued and empowered to grow professionally. With flexible working arrangements, including a standard 9-5 schedule, flexitime and blended working options, the Council promotes a healthy work-life balance. Employees enjoy competitive salaries, a pension scheme, and family friendly initiatives. Career progression is a key focus, with opportunities for promotion, continuous training, and educational support. Mayo County Council also prioritizes employee well-being through its Employee Assistance Programme, and additional benefits like the Cycle to Work Scheme. Working with Mayo County Council means advancing your career while making a positive impact on the local community.

## **CHARACTER**:

# QUALIFICATIONS – EXECUTIVE ACCOUNTANT

Candidates shall be of good character.

## **HEALTH:**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

## **EDUCATION, TRAINING, EXPERIENCE, ETC:**

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

|  |  |
| --- | --- |
| **(i)** | Have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination of Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, **And**   1. Have obtained at least Grade C (or Honours) in Higher Level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics.) |
| **OR** | |
| **(ii)** | Have obtained a comparable standard in an equivalent examination, |
| **OR** | |
| **(iii)** | Hold a third level qualification of at least degree standard. |
| **AND** | |
| **(iv)** | Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organization and control of staff. |
| **OR** | |
| **(v)** | **Confined Qualifications** To be a serving employee in a Local Authority or Regional Assembly and have at least two years’ satisfactory experience in a post of Clerical Officer or an analogous post, **And** Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organization and control of staff. |

**In the event that an offer of employment is made, the candidate will be required to submit all relevant Educational Qualifications in order to meet the requirements above.**

Non-Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.

## **DESIRABLES**

**It is desirable that the ideal candidate should:**

1. Possess a professional accountancy qualification and be a member of a recognised body of accountants **and**
2. Have extensive experience within management accounting and/or financial accounting roles including up to date Taxation knowledge and experience.
3. Possess a knowledge of public sector finance.
4. Have an excellent working knowledge of integrated Financial Management Systems.
5. A knowledge of Agresso Financial Management System would be beneficial, but not essential.
6. A high degree of analytical, conceptual, and problem-solving skills.
7. Experience of managing, motivating, and developing staff, including performance management.

## **CITIZENSHIP**

Candidates must, by the date of any job offer, be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
5. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
6. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

# PARTICULARS – EXECUTIVE ACCOUNTANT

## **POSITION:**

A panel will be formed from qualified candidates from which permanent and temporary appointments may be made. This is a pensionable whole-time position on the basis of a 35-hour 5-day week.

## **SALARY:**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the position shall pay to the Local Authority any fees or other monies (other than inclusive salary) payable to or received by such holder by virtue of the position or in respect of services, which are required by or under any enactment to perform.

**SALARY SCALE:**

€58,252, €59,677, €61,341, €63,011, €64,680, €64,680, €66,172, €67,700, €69,179, €70,656 (maximum), €73,185 (after 3 years satisfactory service at maximum) €75,728 (after 6 years satisfactory service at maximum).

The starting pay for new entrants will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy.

## **DUTIES:**

The duties of the post are to give to the local authority, and

1. such other local authorities or bodies for which the Chief Executive, for the purposes of the Local Government Acts 2001 and 2014, is Chief Executive, and
2. to any other local authority or body with which an agreement has been made by the local authority, or by any of the authorities or bodies mentioned in subparagraph (a) of this paragraph under the general direction and supervision of the Chief Executive or such other employee as the Chief Executive may from time to time determine, such appropriate services of an executive, administrative or management nature as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties to exercise such powers, functions and duties as may be delegated to him / her by the Chief Executive from time to time, including the duty of servicing all committees that may be established by any such local authority or body. The post holder will, if required, act for an employee of a higher level if qualified to do so.

**The following are among the principal duties envisaged:**

1. Assist in the planning, scheduling, and preparation of the Annual Financial Statement in accordance with currently accepted accounting standards and relevant codes of practice/circulars.
2. Assist in the planning, compilation, and preparation of Local Authority Revenue and Capital Budgets
3. Disseminate taxation knowledge and monitor, develop, and implement internal controls to ensure the local authority is tax compliant.
4. Develop and assist with the implementation of changes to existing financial controls and procedures, across the organization, to promote good practice in Risk Management; Value for Money; Efficiency and Effectiveness.
5. Manage and develop the team of staff in the Finance function to ensure the highest standards of proficiency and promote the use of automated systems.
6. Develop the accounting skills of staff involved in financial activities throughout the Council and provide financial advice and assistance to all departments to support the achievement of the corporate objectives and support devolved budgeting structures.
7. Liaise with internal and external auditors and provide assistance to auditors during the course of their audits as required.
8. Other duties and responsibilities as may be assigned from time to time.

The above specification 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.

## **COMPETENCIES:**

Candidates for the post must demonstrate that they have competency and skills in the following areas. Application forms should include **two practical examples** which demonstrates these competencies. Interviews will be competency based and marks will be awarded under these skills sets.

|  |  |
| --- | --- |
| **Strategic Management & Change** | * Experience of implementing agreed strategies to meet objectives and the ability to expand and improve the range, quantity, or quality of existing services. * Displays the ability to think and act strategically. * Develop and maintain positive, productive, and beneficial working relationships. * Effectively manage the introduction of change and demonstrate flexibility and openness to change. |
| **Delivering Results** | * Contributes to the development of operational plans and lead the development of team plans. * Plan and prioritise work and resources effectively. * Establish high quality service and customer care standards. * Make timely, informed, and effective decisions and show good judgement and balance in making decisions or recommendation. * Have effective verbal and written communication skills |
| **Leading and Motivating & Managing Performance** | * Lead, motivate and engage employees to achieve quality results and to deliver on operational plans. * Effectively manage performance. * Take initiative and seek opportunities to exceed goals. * Manage time and workload effectively and operate in an environment with significant complexity and pace. * Maintain a positive, constructive, and enthusiastic attitude to their role. |

**Candidates will also be assessed at interview on the basis of how they demonstrate their Relevant Knowledge and Experience.**

|  |  |
| --- | --- |
| **Specialist Knowledge,**  **Expertise and Self Development** | * Knowledge and understanding of the role of Executive Accountant. * Range and depth of experience relevant to the post. * Specialist knowledge, expertise in previous & current working environment. * Understanding of local government legislation, local government policy. * A clear understanding of Health and Safety Policy and Procedures. |

## **RESIDENCE:**

Holders of the position shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

## **ANNUAL LEAVE:**

Annual leave entitlement is **30** days per year.

## **TRAVEL:**

Mayo County Council reserves the right to provide a vehicle to enable you to carry out your duties. The provision of a vehicle will be at the discretion of the Chief Executive.

## **SHORTLISTING:**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While candidates 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, Mayo County Council may decide that a number only will be called to interview. A shortlisting process will apply whereby a group of applicants will be selected for interview who, based on an examination of the documents provided by each applicant, 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 are, prima facie, better qualified and/or have more relevant experience.

In the event of a shortlisting exercise being employed, The shortlisting process can take the form of:-

* Shortlisting of candidates on the basis of information contained in their application form (It is therefore in the interests of each candidate to provide a detailed and accurate account of his/her qualifications/ experience on the application form).
* Other written, oral or practical tests appropriate to the position.
* Preliminary interviews to reduce the number of candidates to a more manageable number for the final Interview Board ***or***
* Preliminary interviews to determine qualified candidates, after which a selected number of the qualified candidates are called back for final interview.

## **RIGHT TO INFORMATION AND REVIEW**

Mayo County Council is committed to offering meaningful feedback to candidates who request it, and to dealing with such requests in a timely and efficient manner, in accordance with Mayo County Council Interview and Selection Review Procedure. Please see our website for full details of procedure www.mayo.ie/careers/current-vacancies.

## **APPOINTMENT:**

Candidates whose names are on a panel and who satisfy the Local Authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment may within the life of the panel be employed as relevant vacancies arise. The life of the panel will be one year from the date of its establishment.

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.

## **REFERENCES/DOCUMENTARY EVIDENCE:**

Each candidate will be required to submit as references the names and addresses of two responsible persons to whom they are well known but not related. Candidates will be required to submit documentary evidence to the Local Authority in support of their application.

## **SUPERANNUATION:**

As an employee of Mayo County Council, you will be assessed in terms of which Pension Scheme is applicable to you. You will become a member and contribute to the relevant scheme as outlined below:

1. Persons who become pensionable employees of a local authority under the Single Public Service Pension Scheme will be required in respect of their superannuation to contribute 3.5% of net pensionable remuneration and 3% of pensionable remuneration.
2. Persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme, 1998 and who are liable to pay class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority 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 State Pension Contributory payable at the maximum rate to a person with no adult dependant or qualified children).
3. Persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme, 1998 and who are liable to pay class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

Persons who become pensionable employees of a local authority under the Local Government (superannuation) (consolidation) scheme, 1998 may be required to contribute to the Dependants Pension Scheme.

In order, to qualify for a pension, they must have served a minimum of two years (24 months) employment in an approved public body.

## **RETIREMENT AGE:**

**CLASS A PRSI**

Public Service Pensions (Single Scheme and Other Provisions) Act 2012:

The compulsory retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 is 70 years. Minimum pension age of 66 years, rising to 67 years and 68 years in line with State Pension age changes, is applicable.

Public Service Superannuation (Miscellaneous Provisions) Act, 2004:

There is no mandatory retirement age for ‘New Entrants’ (from 1st April 2004 and before January 2013) to the Public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The minimum age at which a person may retire is 65. As a ‘New Entrant’ to the public service, under the terms of this legislation, new entrants will not be required to retire on grounds of age.

Anyone who is not a New Entrant to the public service, as defined in the Public Service Superannuation (miscellaneous provisions) Act 2004, who has joined before 1st April 2004, is subject to a compulsory retirement age of 70 as per CLS2/2019 but can retire from 60 years of age.

**CLASS D PRSI**

Minimum retirement age will be 60 years with compulsory retirement age of 70 years.

## **BASE:**

Assignment of base shall be at the absolute discretion of Mayo County Council.

## **REQUIREMENT TO DRIVE:**

Candidates shall be required to possess a full current category B Driving Licence, without any endorsements.

## **PROBATION:**

Where a person who is not already a permanent employee of a Local Authority is employed, the following provisions shall apply:

1. there shall be a period after such employment takes effect during which such person shall hold such position on probation.
2. such period shall be for six months, but the Chief Executive may at his or her discretion extend such period.
3. such person will cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such person is satisfactory.
4. the period at (a) above may be terminated on giving one weeks’ notice as per the Minimum Notice and Terms of Employment Acts.
5. there may be assessment(s) during the probationary period.

## **MEDICALS:**

For the purpose, of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

## **GARDA VETTING:**

Offer of employment may be subject to a Garda vetting process. Failure to pass Garda vetting will result in employment being terminated with immediate effect.

## **CANVASSING WILL DISQUALIFY:**

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or other otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidates’ favour either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

## **GENERAL DATA PROTECTION REGULATION:**

Mayo County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

**Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Mayo County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on our application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

**Sharing of Information**

Outside of the HR recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position, the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service record and employment references.

**Storage Period**

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed.

**NOTES:**

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the applicants favour any employee of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.