



Bord Altranais agus
Cnáimhseachais na hÉireann
Nursing and Midwifery Board
of Ireland

INFORMATION BOOKLET

The Nursing and Midwifery Board of Ireland intends to hold a competition for the position of:

Finance Supervisor (Grade V) – Maternity Leave Cover

Nursing and Midwifery Board of Ireland

Closing Date: 12.00 noon (Irish time), Wednesday, 10th March 2021

The NMBI is committed to a policy of equal opportunity.

The NMBI will run this campaign in compliance with the codes of practice, published by the Commission for Public Service Appointments (CPSA) and available on www.cpsa.ie

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Finance Supervisor (Grade V) – Maternity Leave Cover

Nursing and Midwifery Board of Ireland

TITLE OF POSITION:	Finance Supervisor
TENURE:	6 Months Full-Time/Fixed Term Contract
OFFICE:	The Nursing and Midwifery Board of Ireland
LOCATION:	18/20 Carysfort Avenue, Blackrock, Co Dublin
SALARY SCALE:	Grade V €43,628 – €52,402* <i>*New entrants to the public service will commence at the first point on the scale</i>

Bord Altranais agus Cnáimhseachais na hÉireann/The Nursing and Midwifery Board of Ireland (NMBI), established under the Nurses and Midwives Act 2011, is the regulatory body for Nurses and Midwives wishing to practice Nursing/Midwifery in Ireland.

NMBI has two main objectives:

- To protect the public;
- To ensure the integrity of nursing and midwifery practices.

The principle functions of NMBI include:

- Setting of standards for the education, registration and professional conduct of nurses and midwives;
- Providing advice on the provision of safe and appropriate care to nurses and midwives, patients, family members and society;
- Maintenance of the Register of Nurses and Midwives;
- Approval of education programmes and further education programmes;
- Consideration of complaints against nurses and midwives through our fitness to practise process.

Structure of NMBI:

The Nursing and Midwifery Board of Ireland has over 50 staff, including a Senior Management Team of Director of Registration, Director of Finance and Corporate Services, Director of Professional Standards – Nursing, Director of Professional Standards – Midwifery and Director of Regulation.

The organisation currently operates under the following sections and divisions:

- Office of the CEO
- Registration Department
- Professional Standards Department
- Regulation Department (Fitness to Practice, PPC)
- Finance Department
- I.T. Department

As of December 2020, there were a total of 79,814 registered nurses and midwives on the NMBI Register.

Recruitment

It is the objective of the NMBI to carry out recruitment and selection in line with best practice guidelines, the Commission for Public Service Appointments, Code of Practice and relevant employment legislation such as Employment Equality Acts 1998-2015, Data Protection Acts 1998-2003, Public Service Management (Recruitment and Appointments) Act 2004 and Freedom of Information 1997-2003.

The NMBI will aim at all times to carry out recruitment in a fair, impartial and transparent manner. Employees to the NMBI will be appointed on merit. This means the best person for any given position will be recruited and selected through a transparent and competitive recruitment process. Recruitment and selection decisions will be made on the suitability of the candidates with regard to the qualifications, personal attributes and skills they possess to fulfil the duties and responsibilities of the post.

During the recruitment and selection process, the NMBI will aim to ensure that the selection process does not provide unjustifiable advantage or disadvantage to any particular candidate or group of candidates and aim to provide genuine equality of opportunity to all.

With the continued growth in legislative provisions in the regulation of employment, new and revised approaches to recruitment and selection are required from time to time to reinforce the principles of equity, fairness, transparency and accountability. These principles will apply to all NMBI recruitment and selection processes.

Interviews will accommodate candidates with special needs (e.g.: location will be accessible; wheelchair parking is available). Any assessments will allow for candidates with special needs (e.g.: accessible for those with learning difficulties/ impaired vision or hearing).

Equal Opportunities

It is the NMBI's intention that all existing and potential staff have equality of opportunity regardless of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the travelling community. Staff are encouraged, facilitated, and

enabled to achieve their full potential and to work in an environment that is free from harassment and fully respects their dignity.

The NMBI positively promotes and rigorously observes the principles of equal opportunity and is committed to implementing policies to promote equal opportunities.

The Board of NMBI:

The Board of NMBI comprises 23 members with a lay majority of 12. There are eight elected members, and, in addition, three nurses/midwives are appointed by the Minister for Health. Five members are recruited through Stateboards.ie and the remaining members are nominated by stakeholders – such as voluntary bodies and public interest groups – and are appointed by the Minister. All Board members act in a non-executive capacity.

JOB SPECIFICATION



JOB TITLE	Finance Supervisor (Grade V) – Maternity Leave Cover
SCALE	Grade V €43,628-€52,402* NB* <i>New entrants to the Civil/Public Service will commence at the first point of the scale.</i>
REPORTS TO	Finance Manager
LOCATION	18-20 Carysfort Avenue, Blackrock, Co Dublin, A94 R299

JOB PURPOSE
<p>The Nursing and Midwifery Board of Ireland (NMBI) is the regulatory authority for nurses and midwives in Ireland. The role of NMBI is the protection of the public in its dealing with nurses and midwives and the integrity of the practice of nursing and midwifery through the promotion of high standards of professional education, training and practice and professional conduct among nurses and midwives.</p> <p>The Finance Supervisor is responsible for managing the Finance and Accounting functions of the Department, including overseeing the preparation of statutory accounts, monthly management accounts and costing reports.</p>
KEY RESPONSIBILITIES
<p>To conduct and/or supervise the following tasks under the direction and support of the Finance Manager.</p> <ul style="list-style-type: none"> • Payroll

- Processing & completion of fortnightly & monthly payroll
- Manage all aspects of Revenue returns and compliance.

- **Banking**
 - Monthly bank reconciliations
 - Visa card processing & reconciliation
 - Keeping Finance Manager informed of bank balances and movements

- **Monthly Management accounts**
 - Assist the Finance Manager in the preparation of monthly management accounts:
 - Ensuring proper books of account are maintained. Covering, payroll records, salary allocation, bank rec's, receipts, lodgments and refunds.
 - Ensuring deadlines are met. This covers Month end timetable, Ad Hoc Reporting, Special Projects
 - Supervision of Accounts Payable function
 - Journal posting where required
 - Ad hoc reporting and analysis of income & expenditure figures if required

- **Revenue**
 - VAT Returns
 - PSWT Returns

- **Expenses**
 - Checking s expenses for accuracy and processing of same
 - Set up new mileage rates and subsistence rates where applicable
 - Authorisation procedures in Expense processing system

- **Customer Services**
 - Dealing with queries of the public
 - Monitoring the Accounts Email address is checked

- **Budgets**
 - Assisting in preparation of annual budget

- **Audit**
 - Complying with Audit Requirements
 - Assisting in & liaising with C&AG & internal auditors

- **Income**
 - Processing of monthly income journal
 - Overseeing processing of income on Registration System
 - Monthly income reconciliations to nominal ledger (SAP)

- **Other**
 - Supporting workload and supervision of staff in the finance department
 - Liaise with other departments re processing and workloads
 - Updating financial controls and policies/SOPs

- Providing Information, Reports and support to the Finance Manager
- To carry out any other duties as appropriate to the effective control of the Finance function, and/or as may be from time to time assigned by the Finance Manager
- Supervising the implementation and maintenance of Accounting Controls and procedures to safeguard the assets of the board.
- Providing Finance Manager with any supplementary information deemed appropriate for decision-making
- Ensuring adequate staff cover in the accounts department at all times. This includes adequate cover during Peak times, Holidays, Sickness, Flex Time, Meetings.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- At least 3 years' experience in managing a finance function in a comparable role ideally within a regulatory or public sector organization.
- An understanding of the workings of the public sector/regulatory framework.
- Proven experience of financial management, planning and budgeting.
- Knowledge of financial reporting standards and public sector finance, procurement, and project management.
- Experience of managing a significant volume of work.
- The ability to analyse financial data and to produce well-judged solutions to complex problems.
- Proven experience of effective staff management, including team leadership and prudent use of resources.
- Excellent organisational skills with strong attention to detail.
- Excellent interpersonal and communications skills.
- Strong leadership skills.
- Ability and experience to make a significant contribution to the development of efficient and effective processes and procedures.

Competencies: Grade V

People Management

- Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet its objectives

Analysis & Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant

issues

- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.
- Identifies and understands key issues and trends
- Correctly extracts and interprets data and numerical information
- Draws accurate conclusions and makes balanced and fair recommendations

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for projects, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols are in place and implemented

Interpersonal & Communication Skills

- Modifies communication approach to suit the needs of a situation/ audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing

Drive and Commitment

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to achieve objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own/team work
- Is personally honest and trustworthy
- Acts with integrity and encourages this in others
- Committed to espousing the NMBI Values

Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills/ expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and NMBI and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team

NMBI is committed to equality of opportunity

This is not an exhaustive list and the post holder will be required to take on other tasks and duties as required for the proper and effective performance of his/her duties.

Closing date for applications: 12 noon (Irish time), Wednesday, 10th March 2021.

Eligibility to compete and certain restrictions on eligibility

Citizenship Requirements

Eligible Candidates must be on the date of submitting their application:

- (a)** A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b)** A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (c)** A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- (d)** 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**
- (e)** 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 Switzerland and has a stamp 4 visa

To qualify candidates must be eligible by the date of any job offer.

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 debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

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 are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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).

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 and/or the collective agreement outlined above. 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.

THE SELECTION PROCESS

How to Apply: Application form to be emailed to hr@nmbi.ie

Closing Date: 12 noon (Irish time), Wednesday, 10th March 2021

Selection Process:

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application;
- completion of an online questionnaire(s)
- one-to-one interview;
- work sample/role play/media exercise, and any other tests or exercises that may be deemed appropriate;
- second round interview;

Please Note

We acknowledge receipt of all applications. If you do not receive an acknowledgement within 1 working day of applying, please email hr@nmbi.ie. You can expect to receive emails from

us at the relevant stages of the process

Shortlisting

The NMBI applies a shortlisting process to recruitment campaigns. 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 experience and qualifications on the application form aligned with the essential criteria outlined for the role.

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 must include your current employer. The referees should be able to provide relatively recent information on your performance 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 the preliminary interview stage. Successful candidates may be required to complete a number of clearance processes such as Health and Character Declaration, Garda Vetting, and any other relevant checks required for the particular role.

If you feel you would benefit from a confidential discussion about any aspect of this opportunity, please contact Desiree Pierce on 087-920-4874 or email hr@nmbi.ie

Principal Conditions of Service

General

The appointment is subject to the Nurses and Midwives Act 2011 and the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service and the Department of Public Expenditure and Reform.

Tenure:

This appointment is on a full-time, fixed term basis for 6 months, subject to a probationary period of 3 months.

Location:

Offices of the Nursing and Midwifery Board, 18/20 Carysfort Avenue, Blackrock, Co Dublin.

Salary:

Grade V €43,628 - €52,402*

**New entrants to the public service will commence at the first point on the scale.*

Annual Leave:

The annual leave allowance will be 29 working days a year (pro-rata), exclusive of the usual public holidays.

Superannuation and Retirement:

The terms of the Single Public Service Pension Scheme will apply to this appointment. The minimum age at which pension is payable is set, initially at 66 years (rising in step with State Pension age increases to 67 in 2022 and 68 in 2028). Retirement is compulsory on reaching 70 years of age.

Contract Arrangements:

A contract will be offered on the terms and conditions determined by the Board, with the consent of the Minister for Health/DPER.

IMPORTANT NOTICE

Candidates should note that different terms and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

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.

Other important information

The NMBI 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 NMBI 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 NMBI 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 NMBI may at its discretion, select and recommend another person for appointment on the results of this selection process.

The importance of Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the

Nursing and Midwifery Board of Ireland, or who do not, when requested, furnish such evidence as NMBI require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to NMBI, including all forms issued by NMBI for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Procedures where a candidate seeks a review of a decision taken in relation to their application

For further information on the above procedures please see the Code of Practice *Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

Requests for Feedback

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback.

Candidates' Obligations:

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned; and if successful, they will not be appointed to the post unless they:
 - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
 - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Candidates in the recruitment process must not:

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

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 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. To make a request to access your personal data please submit your request by email to: hr@nmbi.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 NMBI are set out on the Data Protection Policy of NMBI.

Candidates should note that canvassing will disqualify