



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 Manager (Professional Accountant Grade II) – Maternity Leave Cover**

**Nursing and Midwifery Board of Ireland**

**Closing Date: 12.00 noon (Irish time), Wednesday, 3<sup>rd</sup> 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](http://www.cpsa.ie)

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**Email: [hr@nmbi.ie](mailto:hr@nmbi.ie)**

**URL: [www.nmbi.ie](http://www.nmbi.ie)**

## Finance Manager (Professional Accountant Grade II) – Maternity Leave Cover

### Nursing and Midwifery Board of Ireland

<b>TITLE OF POSITION:</b>	Finance Manager (Professional Accountant Grade II)
<b>TENURE:</b>	12-18 Months Full-Time/Fixed Term Contract
<b>OFFICE:</b>	The Nursing and Midwifery Board of Ireland
<b>LOCATION:</b>	18/20 Carysfort Avenue, Blackrock, Co Dublin
<b>SALARY SCALE:</b>	Professional Accountant, Grade II €63,275-€76,907* <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



<b>JOB TITLE</b>	<b>Finance Manager (Professional Accountant Grade II) – Maternity Leave Cover</b>
<b>SCALE</b>	Professional Accountant, Grade II €63,275-€76,907* NB* <i>New entrants to the Civil/Public Service will commence at the first point of the scale.</i>
<b>REPORTS TO</b>	Director of Finance and Corporate Services, Head of Operations, and the Chief Executive.
<b>LOCATION</b>	18-20 Carysfort Avenue, Blackrock, Co Dublin, A94 R299

### JOB PURPOSE

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.

The Finance Manager is responsible for managing the Finance Team of the NMBI. This involves managing the Finance and Accounting functions including fulfilling the statutory and regulatory functions.

The role also involves carrying out other appropriate tasks delegated by the Director of Finance and Corporate Services, Head of Operations, and the Chief Executive.

### **KEY RESPONSIBILITIES**

Management of all aspects of the NMBI's finances to include:

- Responsibility for the preparation of Monthly Management Accounts.
- Responsibility for the preparation of Annual Financial Statements.
- Preparation of Budgets and Cash-Flow Statements.
- Preparation of Cost Analysis Reports on various areas of activity and projects.
- Overseeing the work of the team in the operation of payroll, accounts payable, accounts receivable, travel and subsistence processes.
- Managing, mentoring, and developing the Finance team to maximize the team and individuals' potential to enhance performance and meet business objectives.
- Review, development and implementation of financial policies, internal controls, and procedures.
- SAP and SAGE strategic innovation and improvement projects.
- Liaison with Comptroller & Auditor General Office.
- Liaison with Internal Auditors.
- Liaison with banks and other relevant agencies.
- Assisting the Director of Finance and Corporate Services and Head of Operations in the management of the procurement function of the Board including cost-effective purchasing and contract negotiation.
- Advising the Director of Finance and Corporate Services, Head of Operations and Chief Executive Officer on matters relevant to areas of responsibility.
- Ensuring full compliance with relevant statutory and regulatory frameworks; Monitor and implement/improve service delivery against business objectives and performance measures; Effectively plan, prepare, lead and complete projects.

### **ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

- A professional qualification in Finance / Accounting.
- 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 organizational skills with strong attention to detail.
- Excellent interpersonal and communications skills.

- Experience of presentations to Boards, Committees, and stakeholders.
- Strong leadership skills.
- Ability and experience to make a significant contribution to the development of efficient and effective processes and procedures, and innovation regarding same.

### **Competencies: Professional Accountant Grade II**

#### **Team Leadership**

- Provides relevant inputs to and supports the NMBI business planning process.
- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues if they arise
- Clearly defines objective/ goals and delegates effectively, encouraging ownership and responsibility for tasks
- Provides clear information and advice as to what is required of the team
- Strives to develop and implement new ways of working effectively to meet objectives
- Leads the team by example, coaching and supporting individuals as required
- Places high importance on staff development, training and maximizing the skills and capacity of the team
- Is flexible and willing to adapt, positively contributing to the implementation of change

#### **Analysis & Decision Making**

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factor
- Takes account of any broader issues and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Makes sound decisions in a timely manner with a well-reasoned rationale and stands by these
- Puts forward solutions to address problems
- Considers the wider implications of decisions on a range of stakeholders

#### **Management & Delivery of Results**

- Takes responsibility for tasks and delivers on time and to a high standard
- Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritizing in light of changing circumstances
- Successfully manages a range of different projects and work activities at the same time
- Structures and organizes their own and others work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Delegates work effectively, providing clear information and evidence as to what is required
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/ processes to enable quality checking of all activities and outputs
- Develops policies relevant to their department and contributes to strategic projects.

### **Customer Centric**

- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
- Customer relationships – Develops open, honest and collaborative relationships with customers and translates operational feedback into strategic improvements.
- Customer Centric values – Ensures a customer focused approach is implemented and maintained. Encourages others/team to review what is being delivered to the customer with a view to maintaining and improving customer service standards
- Customer focus – Creates an environment where colleagues are empowered to put customers first. Acts as role model in personal approach to customer focus.

### **Interpersonal & Communication Skills**

- Presents information in a confident, logical and convincing manner, verbally and in writing
- Encourages open and constructive discussions around work issues
- Promotes teamwork within the section, but also works effectively on projects across departments
- Maintains poise and control when working to influence others
- Instills a strong focus on Customer Service in his/her area
- Develops and maintains a network of contacts to facilitate problem solving or information sharing
- Engages effectively with a range of stakeholders, including members of the public, committees, Boards, public service colleagues etc.

### **Drive and Commitment**

- Is self-motivated and shows a desire to continuously perform at a high level
- Is personally honest and trustworthy and can be relied upon
- Ensures the public, nurses and midwives are at the heart of all services provided
- Through leading by example, fosters the highest standards of ethics and integrity
- Committed to espousing the NMBI Values

### **Specialist Knowledge, Expertise and Self Development**

- Has a clear understanding of the role's objectives and targets of self and the team and how they fit into the work of the department and organisation
- Has a breadth and depth of knowledge of department and NMBI issues and is sensitive to wider political and organisational priorities
- Is considered an expert by stakeholders in own field/ area
- Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role

**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:** 12:00 noon (Irish time), Wednesday, 3<sup>rd</sup> 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 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1<sup>st</sup> 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](mailto:hr@nmbi.ie)

**Closing Date:** 12:00 noon (Irish time), Wednesday, 3<sup>rd</sup> 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](mailto: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](mailto: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 a maximum period of 12-18 months.

#### **Location:**

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

#### **Salary:**

Professional Accountant, Grade II €63,275-€76,907\*

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

#### **Annual Leave:**

The annual leave allowance will be 30 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](http://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](mailto: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**