

Post-Primary Languages Ireland Finance Assistant

Open Competition

Information Booklet

1.The Appointment

Post-Primary Languages Ireland (PPLI) works to implement key actions in Languages Connect - Ireland's Strategy for Foreign Languages in Education 2017-2026 and Implementation Plan 2022-2026 (links to the strategy documents are available [here](#)), diversifying, enhancing and expanding the teaching and learning of foreign languages. Further details about PPLI and its work is available [here](#) and [here](#).

PPLI is a diverse team of experts who successfully deliver high quality projects in the area of foreign languages education and awareness raising. PPLI is known for its professionalism, innovation, versatility, and strong work ethic. It supports a wide variety of stakeholders including government departments, education agencies, schools and teachers, and many other partners.

PPLI wishes to appoint a Finance Assistant to support PPLI financial operations and related activities. The post is a full-time one year fixed-term contract. A four-month probationary period will apply.

Applications Close: Wednesday 15th May 2024 5pm.

Link to Application Form: <https://www.surveymonkey.com/r/PPLIFinance>

2.Job Specification

The purpose of the job is to provide support in the area of PPLI finance and related areas. The duties of the Finance Assistant will include, but are not limited to the following:

Finance Tasks:

- Support the Operations Team and PPLI organisation in all financial operations and related activity
- Code and record financial transactions and activity in Sage
- Provide controls for inputting information in Sage accounting software
- Assist with budgeting and auditing
- Provide support for the preparation of financial statements and reports
- Keep an updated asset register
- Keep an updated and detailed record of service providers, subscriptions, and other accounts
- Act as a contact point for financial queries

Payroll Tasks:

- Assist with administration of salaries
- Provide controls and record timesheets
- Provide controls for expense claims

Compliance Tasks:

- Adhere to existing and new compliance requirements
- Adhere to the systems of internal controls
- Understand and implement risk management

Administrative Tasks:

- Purchasing goods and services
- Upskill in appropriate skill areas as required
- Undertake any other duties assigned from time to time by the Operations Manager, Finance Officer or other members of management

3.Requirements, Skills, and Competencies

Skills & Competencies:

- Excellent organisational skills
- Excellent numerical skills
- Excellent interpersonal & communication skills
- Flexibility
- Teamwork and working independently
- People management
- Analysis & decision making
- Delivery of results accurately, on time, within budget and sometimes under tight deadlines and high pressure
- Drive & commitment to promoting foreign languages

Minimum requirements:

- Educated to degree level or equivalent
- Excellent knowledge and experience of using the full Microsoft Office package including MS Excel and also Sage accounting software
- Previous experience in financial areas such as accounting, payroll or related areas
- Be legally eligible to work in the Republic of Ireland
- Positive attitude to foreign languages.

Desirable:

- Qualifications in a financial area such as accounting, payroll, or related areas

The above listed expectations and tasks are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities or duties required.

4.Salary

The salary will be €34,142 which is analogous to Point 1 on the Civil Service Executive Officer NPPC salary scale.

Salary scale:

34,142 – 36,289 – 37,139 – 38,970 – 40,751 – 42,481 – 44,199 – 45,882 – 47,583 – 49,237 – 50,939 – 52,099 – 53,767¹ – 55,451²

¹ After 3 years satisfactory service at the maximum.

² After 6 years satisfactory service at the maximum.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

5. Hours of Attendance

Working hours will be in accordance with the standard arrangements in PPLI and will equate to no less than 35 hours (net of rest breaks) per week.

6. Annual Leave

The annual leave allowance will be 23 working days per annum, pro rata for the duration of the contract. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

7. Location

PPLI is currently based at The Digital Hub Dublin 8. Attendance at the office will be required as instructed.

8. Equal Opportunities

PPLI is an equal opportunities employer.

Garda vetting will be sought in respect of individuals who are considered for appointment. The applicant will be required to complete and return a Garda Vetting form. 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 resided. If unsuccessful this information will be destroyed by the Law Reform Commission. If the applicant is subsequently considered for another position, he/she will be required to supply this information again.

9. Format of the competition

PPLI reserves the right to **shortlist** applicants. Shortlisting of candidates will be done on the basis of the criteria outlined in the advertisement, the application, (and/ or) the interview, and/or satisfactory references.

Final selection will be on the basis of a **competency interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointment. Candidates shortlisted for interview will be asked to provide details of two referees. Candidates will be contacted before referees are consulted.

10. Preparing for interview

Please prepare to explain to the interview board how you have demonstrated the following competencies required for the position of Finance Assistant in PPLI.

- People Management and Teamwork
- Analysis & Decision Making
- Delivery of Results
- Interpersonal & Communication Skills
- Knowledge, Expertise and Self Development
- Drive & Commitment to Promoting Foreign Languages

For each competency, you may be asked to give relevant examples from your career to date that best illustrate how you have developed and used this competency.

11. Eligibility

Must be eligible to work in the Republic of Ireland.

Candidates are not eligible to apply if they have availed of the public service early retirement schemes.

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.

12. Confidentiality

Subject to the provisions of the F.O.I. Act, 1997 applications will be treated in strict confidence.

13. Attendance at interview

Interviews for the post will be held in May 2024. Calls to interview will be made at least a week beforehand. The onus is on all applicants to make themselves available for the interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the e-mail address specified on their application form. PPLI will not be responsible for expenses incurred by applicants.

14. Deeming of candidature to be withdrawn

Applicants who-

- a. do not, when requested, furnish such evidence as PPLI requires in regard to any matter relevant to their candidature;
- b. or do not attend the interview at the time and place appointed,
- c. or, when offered appointment, do not accept appointment and take up duty as arranged;

shall, unless PPLI in its absolute discretion decides otherwise, be deemed to have withdrawn their candidature.

15. Queries

If you have any queries in relation to the process or the role, please contact kirsi.hanifin@ppli.ie