



**Assistant Accountant Grade VI**  
**Children's Health Ireland**  
**Job Specification and Terms & Conditions**

<b>Job Title &amp; Grade</b>	Assistant Accountant Grade VI
<b>Campaign Reference</b>	144788
<b>Closing Date</b>	Tuesday 22 <sup>nd</sup> September 2020 @ 5pm
<b>Duration of Post</b>	Two Year Fixed Term Contract
<b>Location of Post</b>	<p>Children's Health Ireland (CHI), comprises of the three children's hospitals at <b>CHI at Crumlin</b>, Dublin 12, <b>CHI at Temple Street</b>, Dublin 1 and <b>CHI at Tallaght</b>, Dublin 24 and the Paediatric Outpatients and Urgent Care Centre, <b>CHI at Connolly Hospital</b>, Dublin 15. The new OPD and UCC in Tallaght is due to open in 2020.</p> <p>CHI's Programme Office, <b>CHI Herberton</b> is located in Rialto, Dublin 8 adjacent to the new children's hospital which is on the campus shared with St James's Hospital.</p> <p>Children's Health Ireland at Crumlin</p>
<b>Context/ Background</b>	<p>Children's Health Ireland (CHI) operates as a single service across the existing Dublin children's hospitals, Crumlin, Temple Street and Tallaght. Also, the paediatric outpatients and urgent care centres, Connolly which opened in July 2019 and Tallaght which is due to open in 2021. CHI governs and operates local paediatric services for the Greater Dublin Area and all national paediatric specialist services, some of which are on an all-island basis.</p> <ul style="list-style-type: none"> <li>• Just under 25% of our population are children under 18 years of age. It was estimated in 2016 that 16% of our children have a chronic disease, such as, diabetes, allergies and asthma and this was increasing. 2% are acutely ill or have complex and multiple care needs requiring national services</li> <li>• CHI currently has a staff of 4,150 delivering care annually to 334,500 children, young people and their families through 39 clinical specialities and 442 in-patient &amp; day care beds</li> <li>• 2019 activity: In-patients 24,500; Day cases 33,500; Outpatients 147,500; ED 129,000</li> </ul> <p>Ireland will have a world class new children's hospital that is purpose built to deliver the best care and treatments that are available for future generations to come</p>



Children's Health Ireland

	<p>The new children's hospital, which will open in 2023 will bring together the three children's hospitals into a world class building on a campus shared with St James's Hospital. This will be a leading campus in healthcare and research in Ireland, a leading adult teaching hospital, a children's hospital and in time, a new maternity hospital, when the Coombe Women and Infants University Hospital is relocated on the campus.</p> <p>CHI is leading on the clinical and operational transformation on how children's healthcare will be delivered in the future to deliver better, safer and more sustainable healthcare in the future. The new hospital is planned as the first 'Digital Hospital' in the system with the implementation of an Electronic Healthcare Record, as well as, other evidence based standards, such as, 100% single rooms.</p> <p>Children's Hospital Programme is a major programme of work led by CHI, focused on transformative service change to enhance services for children, young people and their families, to integrate the three existing hospitals, while maintaining existing and new services, ensuring patient safety and quality until transition is complete.</p> <p><i>For further information about CHI, check out our recruitment website <a href="http://WWW.CHI.jobs">WWW.CHI.jobs</a></i></p>
<p><b>Reporting Arrangements</b></p>	<p>This post will report to the Financial Controller CHI at Crumlin</p>
<p><b>Key Working Relationships</b></p>	<p>The post holder will work closely with:</p> <ul style="list-style-type: none"> <li>• Director of Finance, CHI at Crumlin</li> <li>• Finance Business Partners, CHI at Crumlin</li> <li>• Payroll, CHI at Crumlin</li> <li>• Accounts Payable, CHI at Crumlin</li> <li>• Materials Management, CHI at Crumlin</li> <li>• Operational Staff, CHI at Crumlin</li> </ul> <p><i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning &amp; transitioning to steady state.</i></p>
<p><b>Purpose of the Role</b></p>	<p>The hospital operates a devolved budgetary management process within the context of an annual service plan incorporating annual and multi-annual budgeting. Clinical units of management have been established which have budgetary responsibility while at the same time the hospital continues to develop the provision of services to other healthcare agencies. The Finance Division houses the hospital financial functions of payroll, accounts payable,</p>



Children's Health Ireland

	<p>accounts receivable (incorporating the main cash office and health insurance/assessments office) and the compliance office. The main role of the division is to underpin the financial accounting processes / controls and communications process for the payment of salaries and wages to employees, invoice payments to vendors and to proactively management the patient/agency debtor collections process. The role will encompass aspects of the financial accounting function and support in the development of contemporary financial accounting techniques.</p>
<p><b>Principal Duties and Responsibilities</b></p>	<p><b>Professional Duties and Responsibilities:</b></p> <p>Principle Duties</p> <ul style="list-style-type: none"> <li>• The post holder will be responsible and accountable for the accounting accuracy and full and complete reconciliation of the following balance sheet accounting profiles i.e. current asset (including bank reconciliation and liquidity management), current liability and capital/fixed asset accounting. Note the post holder will work to strict balance sheet reconciliation deadlines.</li> <li>• The post holder will be responsible and accountable for the quality and accuracy of accounting transactions, including the accuracy and validation of accounting accruals/prepayments for one of the following Financial Accounting Divisions i.e. payroll, accounts payable or accounts receivable. Note the post holder will be required to adhere to strict monthly financial accounting deadlines.</li> <li>• The post holder will be required to keep abreast of relevant regulations/legislation/taxation and accounting standards as applicable to one of the following assigned Financial Accounting Divisions i.e. payroll, accounts payable or accounts receivable. In addition the post holder will be required to continually monitor the relevant assigned division and provide assurance to senior management of compliance or otherwise with relevant regulations/legislation/taxation and accounting standards.</li> <li>• To assist in the production of monthly and annual financial statements to an agreed timetable.</li> <li>• To assist in making all relevant information and explanations available to the hospital external auditors and to assist in taking appropriate action in relation to relevant issues raised in the Audit Report and/or Management Letter.</li> <li>• To support and contribute to the development of enhanced financial systems.</li> <li>• To assist in the contribution to the development of common accounting standards and procedures, etc. as may be appropriate within the healthcare sector.</li> </ul>



Children's Health Ireland

- To oversee the planning and organising of the divisions workload in order to maintain a high level of effectiveness.
- To ensure that the financial accounting systems support the development of the hospital management systems; to work closely with Management Accounting in this regard.
- To assist in the maintenance of the financial controls and procedures documentation
- To assist in ensuring that all financial and accounting policies are applied consistently on an ongoing basis.
- To assist in ensuring that appropriate systems of internal control are in place and operational such that appropriate assurances can be given to the Board in this regard.
- To assist in overseeing the effective management of the hospitals cash resources; to be familiar with developments in Treasury Management.
- To keep informed and up to date on relevant developments in relation to accounting and related IT matters and to promote/implement improvements as appropriate.
- To assist the Financial Controller and the Director of Finance in the discharge of his/her duties and to undertake special assignments and/or other duties as may be agreed.
- The post holder will contribute to the ongoing hospital wide and local Finance Department development of an accounting quality & control framework and will be actively involved with the ongoing role out and amendment to the financial control provisions of Code of Practice for the Corporate Governance of State bodies.
- The Post Holder will demonstrate excellent analytical and conceptual thinking capability to organise and interpret financial information and challenge business decisions against strategic plan objectives.
- The ability to manage and motivate staff and work successfully within a team with a focus on quality of work, speed of execution and results is vital to success in this role.
- Analyse and report actual performance against budget in relation to volume, mix, price on a monthly basis for the Director of Finance, budget holders and executive management/hospital board.
- To provide decision support to the senior management team and to ensure strong budgetary control is maintained and to recommend corrective action where necessary.
- Develop and adopt costing systems appropriate to the nature of the hospitals activities and with regard to the management processes currently in operation.




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	<ul style="list-style-type: none"><li>• To provide information and analysis in relation to Pay &amp; Non Pay expenditures and income as required by Management.</li><li>• To undertake any other duties as may be directed by the Financial Controller or Finance Director in the discharge of his/her responsibilities.</li></ul> <p>Staffing</p> <ul style="list-style-type: none"><li>• The post holder may be required to deputise for the relevant assigned Division manager in his/her absence.</li></ul> <p><i>The above 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.</i></p>
<p><b>Eligibility criteria, qualifications and experience</b></p>	<p><b><u>Essential Criteria:</u></b></p> <ul style="list-style-type: none"><li>• Be a qualified member of a recognised accountancy body</li><li>• At least two to five years post qualification experience working in a large finance department.</li></ul> <p><b><u>Desirable Criteria:</u></b></p> <ul style="list-style-type: none"><li>• Hospital or Industry experience</li><li>• SAP financials experience</li></ul>



Children's Health Ireland

<p><b>Internal Applications</b></p>	<p>Children's Health Ireland employees, who hold a permanent contract, are eligible to apply for fixed term and specified purpose competitions across the five Children's Health Ireland sites. Employees who take up specified purpose or fixed term posts will retain their permanent substantive grade.</p>
<p><b>Professionalism at CHI</b></p>	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p><i>“Professionalism” at CHI involves forming values and developing behaviours and attitudes which foster professional relationships, promote public trust and enhance patient safety.</i></p> <p><i>Staff at CHI should be committed to compassion, effective communication, integrity and honesty, working in partnership with the wider healthcare team/s to promote continuous improvement. Evidence based practice, cultural sensitivity and self-care, all culminating in improved child/patient centred service.</i></p> <p><i>These commitments aspire to excellence, professional identity formation and leadership.”</i></p> </div> </div>
<p><b>CHI Competencies</b></p>	<p><b>Specialist Knowledge, Expertise, Personal Commitment and Motivation</b></p> <ul style="list-style-type: none"> <li>• Is personally committed and motivated for this complex role.</li> <li>• Be an outstanding communicator. An individual who possesses excellent written/oral communications skills, as well as the ability to present his/her views in a clear and compelling manner.</li> <li>• Demonstrates the required knowledge for the specialist role applied for.</li> <li>• Demonstrates strong experience in their specialist area; specifically highlighting their experience relevant to the role applied for.</li> <li>• Demonstrates a strong willingness and ability to operate in the flexible manner that is essential for the effective delivery of the role.</li> <li>• Demonstrates a commitment to further education in health services management.</li> </ul> <p><b>Leadership &amp; Direction</b></p> <ul style="list-style-type: none"> <li>• Develops networks and communications systems to ensure that they are fully informed in a dynamic and challenging environment.</li> <li>• Is an effective leader and a positive driver for change; transforms the vision into a framework and structures for moving forward.</li> <li>• Understands the challenges of leading complex systems change.</li> </ul>



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- Balances change with continuity – continually strives to improve service delivery, to create a work environment that encourages creative thinking and to maintain focus, intensity and persistence even under increasingly complex and demanding conditions.

#### **Working With & Through Others - Influencing to Achieve**

- Has significant experience in engaging with healthcare organisations.
- Demonstrates the ability to work independently as well as work with a wider multidisciplinary / multi-agency team in a complex and changing environment.
- Is persuasive and effectively sells the vision; commands attention and inspires confidence.
- Sets high standards for the team and puts their work and the work of the organisation into meaningful context.
- Has excellent influencing and negotiation skills.

#### **Managing & Delivering Results**

- Places strong emphasis on achieving high standards of excellence.
- Commits a high degree of energy to well directed activities and looks for and seizes opportunities that is beneficial to achieving organisation goals.
- Perseveres and sees tasks through.
- Champions measurement on delivery of results and is willing to take personal responsibility to initiate activities and drive objectives through to a conclusion.

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

- Has the ability to rapidly assimilate and analyse complex information; considers the impact of decisions before taking action; anticipates problems.
- Recognises when to involve other parties at the appropriate time and level.
- Is willing to take calculated risks in the interests of furthering the reform agenda.
- Makes timely decisions and stands by those decisions as required.

#### **Building Relationships / Communication**

- Possesses the ability to explain, advocate and express facts and ideas in a convincing manner, and actively liaise with individuals and groups internally and externally.
- Is committed to building a professional network to remain up-to-date with and influence internal and external politics.
- Is committed to working co-operatively with and influencing senior management colleagues to drive forward the reform agenda.
- Has strong results focus and ability to achieve results through collaborative working.



Children's Health Ireland

<p><b>Quality, Risk &amp; Safety Responsibilities</b></p>	<p><i>It is the responsibility of all staff to:</i></p> <ul style="list-style-type: none"> <li>• Participate and cooperate with legislative and regulatory requirements with regard to Quality, Risk and Safety.</li> <li>• Participate and cooperate with Children's Health Ireland Quality and Risk and Safety initiatives as required.</li> <li>• Participate and cooperate with internal and external evaluations of hospital structures, services and processes as required, including but not limited to: <ul style="list-style-type: none"> <li>➤ National Standards for Safer Better Healthcare</li> <li>➤ National Standards for the Prevention and Control of Healthcare Associated Infections</li> <li>➤ HSE Standards and Recommended Practices for Healthcare Records Management</li> <li>➤ HSE Standards and Recommended practices for Decontamination of Reusable Invasive Medical Devices (RIMD)</li> <li>➤ Safety audits and other audits specified by the HSE or other regulatory authorities.</li> </ul> </li> <li>• To initiate, support and implement quality improvement initiatives in their area which are in keeping with the hospitals continuous quality improvement programme.</li> </ul> <p><i>It is the responsibility of all managers to ensure compliance with regulatory requirements for Quality, Safety and Risk within their area/department</i></p>
<p><b>Health &amp; Safety</b></p>	<p>These duties must be performed in accordance with the hospital health and safety policy. In carrying out these duties the employee must ensure that effective safety procedures are in place to comply with the Health, Safety and Welfare at Work Act. Staff must carry out their duties in a safe and responsible manner in line with the Hospital Policy as set out in the appropriate department's safety statement, which must be read and understood.</p>
<p><b>Specific Responsibility for Best Practice in Hygiene</b></p>	<p>Hygiene in healthcare is defined as <i>"the practice that serves to keep people and the environment clean and prevent infection. It involves preserving one's health, preventing the spread of disease and recognizing, evaluating and controlling health hazards."</i></p> <ul style="list-style-type: none"> <li>• It is the responsibility of all staff to ensure compliance with hospital hygiene standards, guidelines and practices.</li> <li>• Department heads/ managers have overall responsibility for best practice in hygiene in their area.</li> <li>• It is mandatory to attend hand hygiene and sharps awareness workshops yearly.</li> </ul>





Children's Health Ireland

<p><b>Competition Specific Selection Process</b></p>     <p><b>How to Apply &amp; Informal Enquiries</b></p>	<p>Applicants will be shortlisted based on information supplied in the CV and covering letter submitted.</p> <p>Applications for this post must be accompanied by a covering letter, setting out relevant experience that illustrates how the essential criteria listed above is met. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and/or the knowledge, skills and competencies section of this job specification.</p> <p><b>* Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter.</b></p> <p>The closing date for submissions of CV's and letter of application is Tuesday 22<sup>nd</sup> September 2020 @ 5pm. Applications must be completed through the advertised post on <b>CHI.jobs</b> by clicking 'Apply for Job'.</p> <p><b>Applications will not be accepted through direct email or any other method.</b></p> <p>For informal enquiries for this specialty/department, please contact Patrick Moore, Director of Finance, CHI at Crumlin, <a href="mailto:patrick.moore@olhc.ie">patrick.moore@olhc.ie</a></p> <p>For other queries relating to this recruitment process, please contact Christina Canning <a href="mailto:christina.canning@olhc.ie">christina.canning@olhc.ie</a></p>
<p><b>Panel/s</b></p>	<p>A panel may be created from which permanent, fixed term and specified purpose vacancies of a full or part time duration may be filled across the five Children's Health Ireland locations. The tenure of these panels will be indicated at offer stage.</p>
<p>Information on "Non-European Economic Area Applicants" is available from <a href="https://dbe.gov.ie/en/">https://dbe.gov.ie/en/</a></p>	
<p><b>The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.</b></p> <p><b>Children's Health Ireland is an equal opportunities employer.</b></p>	

<b>Terms and Conditions of Employment</b> <b>Assistant Accountant Grade VI</b>	
<b>Duration of post</b>	This is a fixed term contract role.
<b>Remuneration</b>	Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st January 2020: [Grade, Code 0574]. Rising in increments annually from point 1: € 47,589 to € 58,158 incl. LSIs).
<b>Annual Leave</b>	Annual Leave entitlement is 30 days per annum
<b>Working Week</b>	<p>The hours allocated to this post are 37 hours as a standard working week. The allocation of these hours will be at the discretion of the Department Head and in accordance with the needs of the service.</p> <p>HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
<b>Probation</b>	<p>All employees will be subject to a probationary period as per the probation policy. This policy applies to all employees irrespective of the type of contract under which they have been employed. A period of 6 months' probation will be served:</p> <ul style="list-style-type: none"> <li>• On commencement of employment</li> <li>• Fixed term to permanent contract</li> <li>• Permanent employees commencing in promotional posts will also undertake a probationary period relating to their new post.</li> </ul>
<b>Pension</b>	<p>Employees of Children's Health Ireland are required to be members of the Hospitals Superannuation Scheme. Deductions at the appropriate rate will be made from your salary payment.</p> <p>If you are being rehired after drawing down a public service pension your attention is drawn to Section 52 of the Public Services Pension (Single and</p>



Children's Health Ireland

	Other Provisions) Act 2012. The 2012 Act extends the principle of abatement to retired public servants in receipt of a public service pension who secure another public service appointment in any public service body.
<b>Place of work/location</b>	Children's Health Ireland at Crumlin
<b>Age</b>	Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.
<b>Maternity Leave</b>	Maternity leave is granted in accordance with the terms of the Maternity Protection Acts 1994 and 2001.
<b>Payment of sick leave</b>	Children's Health Ireland operates a Sickness Absence Management policy in line with the new Public Service Sick Leave Scheme as introduced in 31 <sup>st</sup> March 2014.
<b>Pre-Employment Assessment</b> <b>Health</b>	Prior to commencing in this role a person will be required to complete a form declaring their health status which is reviewed by the hospital's Occupational Health Service and if required undergo a medical assessment with this department. Any person employed by Children's Health Ireland must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
<b>Validation of Qualifications &amp; Experience</b>	Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven.
<b>References</b>	Children's Health Ireland will seek up to three written references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The hospital also reserves the right to determine the merit, appropriateness and relevance of such references and referees.
<b>Garda Vetting</b>	Children's Health Ireland will carry out Garda vetting on all new employees. An employee will not take up employment with the hospital until the Garda Vetting process has been completed and the hospital is satisfied that such an appointment does not pose a risk to clients, service users and employees.
<b>Ethics in Public Office 1995 and 2001</b>	Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as at 01.01.2020) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated



Children's Health Ireland

**Positions remunerated at or above the minimum point of the Grade VIII salary scale (€68,310 as of 01.01.2020)**

position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below;

A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31<sup>st</sup> January in the following year.

B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.

C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the Standards Commission's website <http://www.sipo.gov.ie/>