



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Accountant (Internal Audit)

2 Year Fixed Term Contract

Cork City Council

Closing Date: Friday 18th July 2025

To be read in conjunction with

Candidate Information Booklet

BACKGROUND

Located on the south coast of Ireland, Cork City is the second largest city in Ireland with a population of over 211,000 people.

Cork City is the key driver of the southern region of Ireland. Our ambition is to strengthen the role we play regionally and locally. This ambition is underpinned by Government policy as set out in the [National Planning Framework \(NPF\)](#). This sets a target for Cork City for the population to grow by 125,000 to over 335,000 people between 2020 and 2040, which will make it the fastest growing city in Ireland. This will require a concerted effort to build houses, create circa 75,000 jobs and provide a range of health, social, community and cultural services. Cork will continue to thrive as place of energy, ambition, determination and enterprise. We are a city of ambition, working with our neighbourhoods, communities and businesses to support economic development and facilitate investment. We value our culture and heritage and ensure that Cork continues to be successful as an attractive place to live, study, visit and work.

Cork City Council is a large urban local authority with over 1500 employees across over 40 locations within the City, there are 31 Elected Members of the Council representing five wards in the City. The Council has an annual revenue budget of approximately €325 million for 2025 and provides a wide and diverse range of public services such as parks and recreation, housing, management of the public realm, libraries, physical planning and development, community, culture and place-making and the delivery of infrastructure projects. Internal services include Finance, ICT, People & Organisation Development and Corporate Affairs. The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cork City Council's [Corporate Plan](#) can be viewed on our website: [Corporate Plans - Cork City Council](#)



Public Good

We provide high quality services and address peoples' needs in a manner that is both inclusive and equitable.



Trust & Integrity

We act honestly, openly and fairly in all our dealings.



Respect

We treat all people equally with due regard for their needs and rights.



People Centric Approach

We engage with people in a fair, courteous and timely manner. We strive for continuous improvement



Responsibility

We are accountable and transparent and act responsibly in our dealings and decision making.



Innovation

We continually seek progressive and creative approaches in the services we deliver.



Comhairle Cathrach Chiorcal
Cork City Council



The City Council is dedicated to delivering excellent public services by working collaboratively with strategic partners, businesses, community, and neighbourhoods to ensure that the city continues to thrive as a place to live, study, visit and work. As the Accountant within Internal Audit, you will be contributing to achieving our vision of leading Cork to take its place as a world class city. Our people are committed to our values of public good, trust & integrity, respect, a people centric approach, responsibility, and innovation.

Cork City Council invites applications, on the official application form, from suitably qualified persons, who wish to be considered for inclusion on a panel from which temporary and permanent vacancies for the post of Accountant (Internal Audit) may be filled.

THE ROLE

The Accountant (Internal Audit) will be appointed at Administrative Officer level to the Corporate Community & Cultural Services Directorate on a two-year fixed term contract. The role will involve supporting the Head of Internal Audit in the management and development of the Internal Audit function within Cork City Council.

The role of the Accountant (Internal Audit) is:

- To support the work of the Head of Internal Audit.
- To make a significant contribution to the development and provision of a professional Internal Audit service within the City Council.
- To organise, supervise and review the work of a team of three auditors. Day to day responsibility for:
 - Management of the team of three auditors.
 - Delivery of the annual audit programme.
 - Implementation of uniform audit systems and processes, including operational and reporting methodologies.
 - Ensuring performance of the audit unit is in accordance with recognised standards. The person/s appointed will report to the Head of Finance or another officer as designated.

The duties of the Accountant (Internal Audit) will include the following responsibilities:

- To effectively manage the unit's day to day operations.
- Motivate and manage the performance of a team of three staff.
- Plan, allocate and review the work carried out by the audit team, ensuring:
 - that adequate audit testing is carried out.
 - that reliable evidence is obtained to support audit findings and conclusions.
 - that audit files for each assignment are clear, logical, and sufficiently documented.
- Ensure that audit work is completed in accordance with relevant professional standards.
- Ensure that all draft audit reports are clear, concise and accurate.
- Ensure that the execution and reporting of all assignments is in accordance with agreed plans, time budgets and deadlines.
- To discuss and agree report draft findings, conclusions and recommendations (including timeframe for management implementing recommendations) in conjunction with the with audit owner.
- To undertake specific audit assignments from planning to completion stage where appropriate (including VFM audits, special assignments and investigations).
- Ability to identify critical financial issues and brief Senior Management of same.
- To contribute to the general development of the Internal Audit function.
 - Participate in the development of uniform audit systems and processes for the unit.
 - Implement standard audit systems and processes within the audit unit.

- Conduct PMDS conversations with audit team members.
- Contribute towards development of a training and development plan for staff.
- To promote and participate in the implementation of change.
- To develop and maintain positive working relationships with key stakeholders both internal and external.
- To prepare material for releasing under FOI legislation and to act as FOI decision maker in the absence of the Head of Internal Audit.
- To attend meetings of the Audit Committee and any other committee as requested.
- To represent Internal Audit on committees and groups as required.
- To carry out any other appropriate duties or assignments as requested by the Head of Internal Audit.
- Undertaking any other duties of a similar nature and responsibility, as may be required, or 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 them from time to time and to contribute to the development of the post while in office.

QUALIFICATIONS FOR THE POST

1. Character

Each candidate must be of good character.

2. Health

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

3. Education, Training, Experience, etc.

Each candidate must, on the latest date for receipt of completed application forms –

- a) Possess a professional accountancy qualification and be a member of a recognised body of accountants, and
- b) Have satisfactory experience of audit and accountancy work, including management accounting and /or financial accounting, and
- c) Be experienced in the management of staff, and
- d) Possess a knowledge of public sector finance

Desirable Skills:

- Be able to demonstrate a strong ability in the following areas – Problem Solving and Decision Making, Delivering Quality Outcomes & Leading & Motivating.
- Demonstrably understands, identifies with and is committed to the core values of the City Council and places a significant emphasis on achieving high standards of excellence.
- Ability to plan and organise own work and that of others, delegating appropriately within the resources available.
- Ability to set and manage deadlines and report on same and effectively handle multiple tasks.
- Be a team player and provides leadership and vision for the team.

- Demonstrate good problem solving, numerical, analytical and decision-making skills.
- Excellent judgement skills.
- Commitment to achieving quality results.
- Demonstrate tact and diplomacy.
- Maintains confidentiality.
- Demonstrate understanding of best practice in Internal Audit.
- Demonstrate a commitment to continuing professional development & training.
- Ability to build and maintain relationships.
- Strong influencing and negotiating skills.
- High level of communication and interpersonal skills including excellent report writing and presentation skills and the ability to present information in a concise and clear manner.
- Demonstrate good change management skills.
- Demonstrate initiative and innovation, identifying areas for improvement and managing change.

Competency Framework

Candidates are expected to be able to demonstrate in their application and at interview that they possess these competencies through the experience and skills they have gained to date.

Problem Solving and Decision Making

Can pinpoint the critical information and can address issues logically. Understands the context and impact of decisions made. Acts decisively and makes timely, informed and effective decisions.

- Assimilates information from across their area of operation, assesses risk and identifies key elements and potential solutions.
- Considers all the elements and options within a scenario, including statutory frameworks, past precedent, strategic, operational and financial requirements.
- Addresses issues logically and on a step-by-step basis.
- Makes timely and reasoned decisions or recommendations, within their area of operation, in a consistent, fair and transparent manner.
- Knows the limits of his or her decision-making authority and the relative importance of each decision.
- Considers the implications for those affected by the decisions.
- Encourages team members to come up with potential solutions to operational problems.

Delivering Quality Outcomes

Promotes the achievement of quality outcomes in delivering services, which are linked to the corporate priorities, with a focus on continuous improvement. Evaluates the outcomes achieved against operational plans, identifies learning and implements improvements required.

- Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.
- Delivers services, projects and tasks on time, within budget and achieving expected performance standards.
- Critically evaluates outcomes and processes used to achieve them.
- Identifies and implements improvements in core work processes and outcomes.
- Identifies and shares organisational learning from the evaluation of processes and outcomes and promotes excellence in Public Service delivery.
- Provides appropriate recognition when standards are achieved or exceeded.
- Assesses feedback and evaluates outcomes to drive continuous improvement.

Leading and Motivating

Leads, motivates and engages others to achieve quality results.

- Motivates others in individual and team situations.
- Creates a work environment that encourages team members to seek challenges and strive to reach their full potential.
- Takes into account employee's needs and wants and incorporates these into work assignments where appropriate.
- Openly acknowledges employee's contributions and achievements.
- Enhances team member's confidence and competence levels.
- Builds an effective, productive, cohesive team through, induction, development and team building processes.
- Manages effective and productive workplace relationships.

- Leads by example in terms of commitment, flexibility and a strong customer service ethos.
- Actively facilitates cooperation in the workplace, through a partnership approach.

Salary

The salary scale for the post is:

€59,417 - €60,871 - €62,568 - €64,271 - €65,974- €67,495 - €69,054 - €70,563 - €72,069(Max) - €74,649 (LSI1) - €77,243 (LSI2)

In accordance with Departmental Circular Letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January 2011, will enter the scale at the minimum point.

Hours of Duty

The standard working week will be 35 hours per week. The role may, on occasion, include evening and weekend work.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities. The Council reserves the right to alter hours of work from time to time.

Candidates are advised to view our [Candidate Information Booklet](#) where they will find further information on the Format of the Competition, our Principal Conditions of Service and General Data Protection Regulation.

The deadline for receipt of applications is 4pm on Friday 18th July 2025.

Guidelines for completing and submitting application forms are available on our website and can be accessed here: [Candidate Information - Cork City Council](#)

We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.

Local Authority Organisational Structure
(Administration / Management Grades)

Chief Executive

Director of Services

Senior Executive Officer (Grade VIII)

Administrative Officer (Grade VII)

Senior Staff Officer (Grade VI)

Staff Officer (Grade V)

Assistant Staff Officer (Grade IV)

Clerical Officer (Grade III)