



Comhairle Cathrach Chorcaí
Cork City Council

Job Specification

Assistant Head of Finance

(3 Year Fixed Term Contract)

Closing Date: Monday 28th April 2025

To be read in conjunction with

Candidate Information Booklet

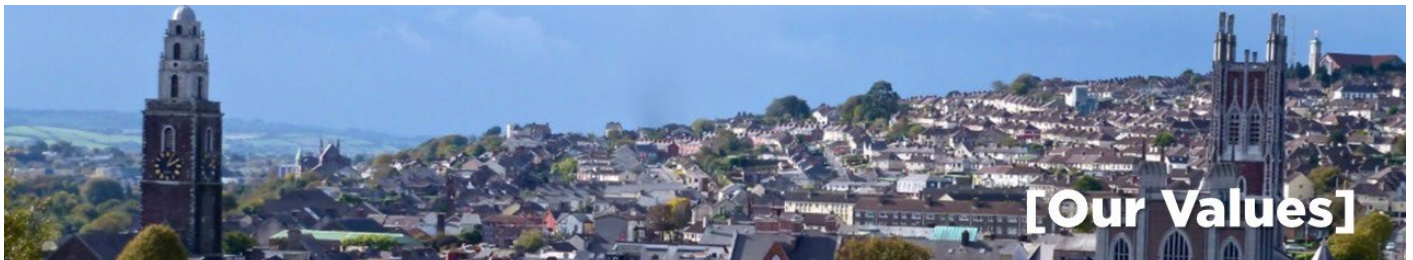
BACKGROUND

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 Chorcaí
Cork City Council

SUSTAINABLE
DEVELOPMENT
GOALS



We are Cork.

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 Assistant Head of Finance, 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.

Applications are invited from suitably qualified candidates for inclusion on a panel from which temporary appointments may be made to the position of Assistant Head of Finance (3 Year Fixed Term Contract).

THE ROLE

The Assistant Head of Finance will support the Head of Finance in leading and managing the finance function within the Authority. This is a new senior management role whose responsibility is assisting with the financial management function and manage change to reflect the organisation's changing operating model. The person will support the Head of Finance and Chief Executive to deliver change and achieve strategic objectives and strong financial governance. The Assistant Head of Finance will be required to make a valuable contribution to the strategic management of the finance function as well as provide a high level of independence and objectivity. This senior leadership position is an exciting and challenging role for an experienced manager who can demonstrate an excellent working knowledge of relevant areas of financial management, governance, and risk management, along with a proven track record in the management and delivery of significant transformation projects. This is an opportunity for an experienced finance professional to fully utilise their professional, technical and management skills in an environment that promotes a high-performance culture. As well as leading the financial management function, additional responsibilities involving other function areas of the Local Authority may be assigned to the Assistant Head of Finance from time to time.

The Assistant Head of Finance is a senior position within the Finance Department reporting to the Head of Finance. The successful candidate will have:

- Experience of managing change in a complex and dynamic environment,
- A significant record of achievement of results,
- Excellent stakeholder management, influencing and communication skills,
- A career record that demonstrates the necessary senior level leadership and management skills to manage, develop and motivate a large multidisciplinary team.

Duties and Responsibilities:

The successful candidate will:

- Contribute to the leadership of the finance function and the management (including performance management), development, training, and education of staff to ensure the highest standards of quality,
- Engage with a wide range of stakeholders, including elected Councillors, in the prudent management of the Council's constrained financial resources,
- Implementing changes in financial systems as may be required,
- Ensure that the organisation adheres to the currently accepted accounting standards/codes of practice,

- Create and support a culture in which non-financial managers take responsibility for effective management of devolved resources,
- Contribute to the management of the financial management section including the preparation and implementation of the Council's finance plans and statutory requirements,
- Assist in the appraisal of Capital Projects and in the sourcing of finance and formulation of financial arrangements in the context of partnerships, new funding ventures and Public Private Partnerships should and where they arise,
- Contributing to a culture of continuous improvement in relation to securing the adequacy of financial systems, developing procedures, internal practices, and financial ICT systems to ensure that the management accounting requirements are supported,
- Demonstrate a professional approach to the delivery of Value for Money in pursuit of corporate objectives,
- Providing financial advice and assistance to internal departments to support the achievement of the Corporate Objectives and ensure the financial probity of the organisation
- Undertake such other duties as are 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:

- (i) Possess a professional accountancy qualification and be a member of a recognised body of accountants,
- (ii) Have satisfactory experience of accountancy work, including management accounting and/or financial accounting,
- (iii) Have satisfactory relevant experience in a managerial capacity,
- (iv) Possess and be capable of demonstrating a good understanding and knowledge of public sector finance.

Desirable:

It is desirable that candidates should also be able to demonstrate:

- Knowledge of corporate governance and risk.
- Experience of organisational change management.
- Knowledge of Agresso or other major financial management systems.
- Proven ability in developing and delivering strategic and operationally focused work programmes.
- Strong appreciation of the workings of Government and non-commercial state agencies.
- Demonstrate a strong ability in the following areas: Strategic Management and Change, Delivering Results, Performance through People and Personal Effectiveness.

The ideal candidate will be able to demonstrate:

- A career record that demonstrates the necessary senior level leadership and management skills to manage, develop and motivate a large multidisciplinary team with a strong record of achievement of results.
- Strong relationship management, interpersonal and communication skills with the capacity to work in close consultation with Council members and a wide range of stakeholders and committees to secure cooperation and consensus.
- A developmental view of local government, which encourages involvement and optimises local democracy and the use of existing powers and functions.
- Good analytical skills and a capacity to innovate in the interest of delivery of cost-effective services, with an excellent customer focus.
- Skills and capabilities in strategy and policy development.
- The ability to lead, foster and effectively implement appropriate change.
- An ability to work effectively under pressure and manage a number of programmes and projects at any one time.
- An understanding of procurement, information technology, financial management and governance and accountability.
- The capacity to work in a complex and dynamic political environment.
- High levels of honesty and integrity and a focus on operating in an impartial and transparent manner to deliver the best possible services to the citizen.
- A satisfactory understanding of the public service regulatory and legislative framework in Ireland, or an ability to quickly acquire such an understanding.
- 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 must also:

- 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.

Competency Framework

This is a competency-based competition, and the interviews will be competency based. The competencies listed are the competencies for this post. Candidates are expected to demonstrate **sufficient evidence within their application form and at interview** of competence under each competency and show that they possess these competencies through the experience and skills they have gained to date.

Please take particular note of these when completing the application form as any short-listing or interview process will be based on the information provided by candidates in the application form.

Strategic Management and Change

Strategic Ability

Displays the ability to think and act strategically. Thinks long term. Can translate organisational mission and vision into clear specific and achievable objectives. Demonstrates innovation and creativity to secure successful strategic outcomes.

Political Awareness

Has a clear understanding of the political reality and context of the organisation.

Networking and Representing

Develops and maintains positive and mutually beneficial relationships with a range of stakeholders. Builds networks of technical and professional contacts. Promotes and sustains an appropriate, positive, and cohesive image for the organisation it represents.

Bringing about Change

Effectively introduces change, fosters a culture of creativity in employees and overcomes resistance to change. Demonstrates flexibility and an openness to change.

Delivering Results – Problem Solving and Decision Making

Problem Solving and Decision Making

Can pinpoint critical information and address issues logically. Understands the context and impact of decisions made. Can act decisively in an environment of multiple stakeholders.

Operational Planning

Plans projects to determine rationale, objectives and deliverables, resource requirements, timelines and milestones, reporting requirements, and evaluation methods. Establishes high quality service and customer care standards.

Delivering Quality Outcomes

Promotes the achievement of quality outcomes in delivering services. Organises the delivery of services to meet or exceed the required standard through collaborating with, instructing and motivating employees and by managing resources effectively.

Performance through People

Leading and Motivating

Motivates others individually and in teams to deliver high quality work and customer focused outcomes. Develops effective and productive workplace relationships. Leads by example in terms of commitment, flexibility, and a strong customer service ethos.

Managing Performance

Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility, and accountability.

Communicating Effectively

Has highly effective verbal and written communication skills. Presents ideas effectively to individuals and groups

Personal Effectiveness

Relevant Knowledge

Keeps up to date with current developments, trends, and best practice in their area of responsibility. Demonstrates the required specialist knowledge, understanding and training for the role. Has strong knowledge and understanding in relation to statutory obligations of Health and Safety legislation and their application in the workplace.

Resilience and Personal Well Being

Demonstrates appropriate and positive self-confidence. Remains calm under pressure and operates effectively in an environment with significant complexity and pace.

Integrity

Behaves in an honest, trustworthy, and respectful manner and is transparent, fair and consistent in dealing with others.

Personal Motivation, Initiative and Achievement

Is enthusiastic about the role and sets challenging goals to achieve high quality outcomes. Is self-motivated and persistent when faced with difficulties. Engages in regular critical reflection in order to identify how own performance can be improved.

Salary

The salary scale for the post of Assistant Head of Finance (3 Year Fixed Term Contract) is:

€97,559 - €101,180 - €104,796 - €108,415 - €112,031 - €115,837 (LSI1) - €119,639 (LSI2)

Applicants should note that entry point to the salary scale will be determined in accordance with circulars issued to the Department of Housing, Local Government & Heritage. The rate of remuneration may be adjusted from time to time in line with Government Policy.

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 for the position 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. Overtime rates will not apply to additional hours worked outside of normal hours. The Council reserves the right to alter your hours of work from time to time.

Holders of the post may be called for duty at any time in accordance with arrangements made by local authorities.

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 Monday 28th April 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.