



# Oide

Tacú leis an bhFoghlaim  
Ghairmiúil i measc Ceannairí  
Scoile agus Múinteoirí

Supporting the Professional  
Learning of School Leaders  
and Teachers



## Oide Financial Manager Job Description and General Notes

### 1. Overview

Oide is a cross-sectoral teacher professional learning support service under the remit of the Teacher Professional Learning Section (TPLS) of the Department of Education (DE) which offers professional development support to primary and post-primary teachers and school leaders in Ireland. Oide was formed on 01 September 2023, following the integration of four existing services, the Professional Development Service for Teachers (PDST), Junior Cycle for Teachers (JCT), the National Induction Programme for Teachers (NIPT) and the Centre for School Leadership (CSL).

Oide's purpose is to support the professional learning of teachers and school leaders in Ireland through the development of high quality, innovative and responsive learning opportunities that enable teachers and school leaders to better meet the educational needs of all learners.

Oide currently has a full-time vacancy for the position of **Financial Manager** in the Administration Division of Oide. The successful applicant will be an employee of Oide's Host Education Centre, Monaghan Education Support Centre (MESC), with a remit for the management of Oide's financial affairs.

Monaghan Education Support Centre (MESC) is one of twenty-one full-time Education Support Centres, constituted under Section 37 of the Education Act (1998). MESC's remit is to provide support for teachers, schools, principals and Boards of Management in counties Monaghan and Cavan. As part of this role, MESC is now responsible for the hosting of Oide, the Department of Education funded support service.

The Oide Financial Manager will have responsibility for

- Financial strategy
- Financial reporting
- Financial planning and analysis,
- Interpretation and analysis of financial data
- Supporting Oide and MESC with decision-making in relation to Oide's financial affairs

The Financial Manager will provide support to Oide Senior Management team and the Management Committee of Monaghan Education Support Centre in fulfilling its role as Host Centre for Oide.

The Financial Manager will report to Oide Senior Management and the Management Committee of Monaghan Education Support Centre (or their representatives). S/he will be expected to work with other members of the Oide Management Team including the relevant Oide Deputy Director, the Oide Head of Administration and the Managing Director who has overall responsibility for the management and leadership of Oide.

## **2. Job Description**

The **Financial Manager** will be responsible for the finance function of the Oide organisation. S/he will be responsible for the management of the budget for Oide which is approx. €16,000,000. The Financial Manager will be responsible for ensuring compliance with best practice and all relevant standards and regulations related to financial governance. The role will encompass elements of strategic planning for the financial function of Oide to ensure a high standard of service delivery nationally. The Financial Manager will report to Oide's host, Monaghan Education Support Centre, and Oide Senior Management. The Financial Manager will also be required to work closely with the Director of MESCS.

This is an opportunity for an experienced finance professional to fully utilise their strategic leadership, management, professional and technical skills in a high-performance environment.

Typically, the responsibilities of the Financial Manager for Oide will include:

- The management of working capital and cashflow for Oide
- Preparation and presentation of annual and monthly budgets with variance analysis on performance against budget, monitoring Key Performance Indicators (KPIs) through the use of automated systems
- Co-ordinating budgets and ensuring timely and efficient practices in relation to drawdown of funding at intervals throughout the year.
- The management of grant funding in line with Circular 13/2014
- Liaising with the Oide Head of Administration and relevant administrative staff to ensure the highest standards of work in relation to financial procedures and finance management for Oide
- Monitoring, interpreting and reporting on monthly management accounts for the MESCS Management Committee and Oide Senior Management team, with key insights, commentary and suggestions to be included in an insightful management reporting pack
- Monitoring, implementing and improving internal financial controls to ensure high standards are sustained in relation to financial management, safeguarding of assets and compliance with all relevant financial regulations.
- Financial planning and analysis: working closely with the Senior Management of Oide on strategic business and annual financial planning
- Ensuring the alignment of the annual Oide work-plans and the budget in co-operation with Oide Senior Management team

- The preparation of annual financial statements in compliance with relevant accounting standards
- Preparation for audits and dealing with audit queries
- Oversee the follow-up and investigation of shortcomings or deficiencies identified in monitoring reviews, self-assessments, and internal and external audits to ensure that appropriate remediation measures are taken, and a learning/continuous improvement culture is being embedded in Oide to mitigate against the re-occurrence of deficiencies/shortcomings
- Promoting excellence, innovation and best practice in Oide's financial management and financial governance. The Financial Manager will advise Oide and the MESC Management Committee about adherence to currently accepted accounting standards and relevant codes of practice
- Provide financial advice and assistance to support the achievement of the objectives and devolved budgeting structures while taking an active part in influencing/steering Oide's future direction and supporting developmental initiatives
- Promote and assist the implementation of best financial practices in: Risk Management, Procurement, Value for Money, Shared Services, Efficiency and Effectiveness
- Identify and implement processes that methodically track the following: governance objectives, risk ownership/accountability, compliance with policies and decisions that are set through the governance process, risks to those objectives and the effectiveness of risk mitigation and controls
- Work with the MESC to develop and guide their oversight of Governance and Risk Management with regard to Oide
- Systems development – ensuring appropriate systems are in place to support Oide's Financial Management
- Engage and collaborate with internal and external stakeholders including auditors, Department of Education and other Education Support Centres where necessary, in order to effectively deliver on the requirements of Oide
- Ensuring their knowledge of relevant policies, procedures, guidelines and practices required to perform the role effectively are kept up to date to ensure standards are met by Oide in MESC and in other Oide administration bases in Education support Centres nationwide
- Where appropriate, harness the use of technology to assist the quality and efficiency of service provision
- Promote and participate in the implementation of change, embrace change and adapt work practices accordingly by finding new ways of working while ensuring the finance team knows how to action changes
- Maintain a good understanding of internal and external factors that can affect service delivery including awareness of national and local issues that impact on finance and governance of Oide

What is set out in this job description is not intended to be an exhaustive list of all duties involved and consequently, from time to time, the Financial Manager may be required to perform other duties as appropriate to the post and to contribute to the development of the post while in office.

### **3. Range of knowledge, experience and skills:**

#### **Requirements for candidates:**

- A professional accountancy qualification and full membership of a recognised professional body for accountants
- A minimum of 5 years post-qualification experience of working in accountancy including management accounting and/or financial accounting
- Knowledge and understanding of public sector finance and regulatory requirements
- Extensive knowledge and understanding of contemporary accounting methods, procedures, processes and principles
- Knowledge of major financial management systems
- Experience in year-end/financial close processes, including preparation of account reconciliations and audit working papers and audit engagement
- Highly developed relationship management and interpersonal skills and a capacity to promote co-operation, trust and openness amongst staff and other stakeholders
- Extensive experience in leading, developing and implementing financial and resource allocation strategies that support strategic corporate objectives
- Experience in the identification of critical financial issues and in briefing senior management and/or Board with oversight responsibilities of same
- Extensive experience of analysis, conceptual thinking and problem solving in Finance and Business Management
- Experience of staff supervision and performance management
- Knowledge of relevant regulations and legislation e.g. Financial Regulations, Health and Safety legislation, Employment legislation, Data Protection Acts, FOI Acts etc.
- Highly developed oral and written communication skills, including negotiation, report writing and presentation skills
- Experience of managing change in a financial working environment
- An ability to determine priorities and organise workloads, in order to produce quality outputs within tight timeframes
- A proven ability to work under pressure and think laterally in dealing with a wide range of issues
- A commitment to continuous professional learning development, in order to develop management expertise and professional knowledge, skills and understanding

#### **Character**

- Candidates should also be of exemplary character.
- Each appointment is subject to evidence of Garda Vetting clearance by Monaghan Education Support Centre

### **4. Location**

- The place of work for the Oide Financial Manager will be Monaghan Education Support Centre. S/he will be expected to work onsite for a minimum of three days each week.
- S/he will also be required to work on occasion in other offices around the country with Oide staff. When absent from home and headquarters, on duty, appropriate travelling expenses and subsistence allowances in line with Civil Service Rates will be paid.
- The successful candidate will be required to have their own means of transport and to possess and retain a full clean driving license.

## 5. Competition

- This post is open to all candidates who meet the essential requirements listed above.
- Any offer of appointment will only be made where it is considered that a suitable candidate for the post exists.
- This appointment is subject to satisfactory completion of the standard six-month probationary period. The probationary period may be extended at the discretion of the employer but will not in any case exceed eleven months.
- The contract will provide for ongoing performance review.
- The successful candidate's health, sick leave, and general work record must be satisfactory.

## 6. Salary and conditions

- The salary scale for this position of **Oide Financial Manager** is included below:

€81,632 €84,195 €86,765 €89,328 €91,889 €94,937 €98,405<sup>1</sup> €101,877<sup>2</sup>

<sup>1</sup> Long Service Increments (LSI) after 3 years satisfactory service at the maximum.

<sup>2</sup> After 6 years satisfactory service at the maximum.

- 39 hour working week (includes one-hour daily lunch break)
- **Annual Leave:** The annual leave entitlement for this grade is 29 working days per leave year rising to 30 days on the completion of three years in the job. The taking of annual leave must have the prior approval of the relevant Line Manager and be communicated in advance to the Managing Director of Oide and Director of Monaghan Education Support Centre. Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.
- **Sick Leave:** In accordance with the Sick Leave policy of Monaghan Education Support Centre, employees will be paid a maximum of 10 sick leave days in a 12-month rolling period. This includes certified and non-certified sick leave days.
- **Pension:** There is no pension, however you may avail of a PRSA scheme should you wish to.

- This role is offered on the basis of a 3-year contract, subject to ongoing funding and satisfactory performance in accordance with the Performance Management policy of Monaghan Education Support Centre and in consultation with Oide Senior Management.

## **7. How to apply**

Applications should be made by submission of a letter of application and a CV with contact details for two referees. This should be submitted no later than **4pm on Monday 12<sup>th</sup> August 2024** to [recruitment@metc.ie](mailto:recruitment@metc.ie)

**Short listing may apply.**

Interviews will be held **in person** at a location to be confirmed as soon as possible after the application closing date.

## **8. Selection Procedure**

- Monaghan Education Support Centre will comply with the terms of the General Data Protection Regulation (GDPR) and all other relevant data protection legislation in relation to the data submitted during the recruitment process.
- A selection committee will be established to carry out all aspects of the selection process.
- It is the responsibility of the candidates to make themselves available for interview, if invited to attend. Candidates should note that it may not be possible to provide an alternative date.



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## Bainisteoir Airgeadais Oide Sainchuntas Poist agus Nótaí Ginearálta

### 1. Forbhreathnú

Is seirbhís tacaíochta foghlaim ghairmiúil múinteoirí trasearnála í Oide atá faoi shainchúram na Rannóige um Foghlaim Ghairmiúil Múinteoirí (FGM) den Roinn Oideachais (RO) a chuireann tacaíocht forbairt ghairmiúil ar fáil do mhúinteoirí bunscoile agus iar-bhunscoile agus do cheannairí scoile in Éirinn. Bunaíodh Oide an 01 Meán Fómhair 2023, tar éis do cheithre sheirbhís a bhíodh ann a chomhtháthú, an tSeirbhís um Fhorbairt Ghairmiúil do Mhúinteoirí (SFGM), an tSraith Shóisearach do Mhúinteoirí (SSM), an Clár Náisiúnta Ionduchtaithe do Mhúinteoirí (CNIM) agus an Lárionad um Cheannaireacht Scoile (LCS).

Is é cuspóir Oide tacú le foghlaim ghairmiúil múinteoirí agus ceannairí scoile in Éirinn trí dheiseanna foghlama ardchaighdeán, nuálacha agus freagrúla a fhorbairt a chuireann ar chumas múinteoirí agus ceannairí scoile freastal níos fearr ar riachtanais oideachais gach foghlaimeora.

Tá folúntas lánaimseartha ag Oide faoi láthair do phost an **Bhainisteora Airgeadais** i Rannán Riaracháin Oide. Beidh an t-iaratasóir rathúil ina fhostaí de chuid Óstionad Oideachais Oide, Ionad Tacaíochta Oideachais Mhuineacháin (ITOM), a bhfuil sainchúram air gnóthaí airgeadais Oide a bhainistiú.

Tá Ionad Tacaíochta Oideachais Mhuineacháin (ITOM) ar cheann d'fhiche is a haon Ionad Tacaíochta Oideachais lánaimseartha, a bunaíodh faoi Alt 37 den Acht Oideachais (1998). Is é sainchúram ITOM tacaíocht a chur ar fáil do mhúinteoirí, scoileanna, príomhoidí agus Boird Bhainistíochta i gcontaetha Mhuineacháin agus an Chabháin. Mar chuid den ról sin, tá ITOM freagrach anois as óstáil Oide, seirbhís tacaíochta atá maoinithe ag an Roinn Oideachais.

Beidh Bainisteoir Airgeadais Oide freagrach as

- Straitéis airgeadais
- Tuairisciú airgeadais
- Pleanáil agus anailís airgeadais,
- Léirmhíniú agus anailís ar shonraí airgeadais
- Ag tacú le Oide agus ITOM le cinnteoireacht maidir le gnóthaí airgeadais Oide

Cuirfidh an Bainisteoir Airgeadais tacaíocht ar fáil d'fhoireann Ardbhainistíochta Oide agus do Choiste Bainistíochta Ionad Tacaíochta Oideachais Mhuineacháin chun a ról mar Óstionad Oide a chomhlíonadh.

Beidh an Bainisteoir Airgeadais freagrach do Bhainistíocht Shinsearach Oide agus do Choiste Bainistíochta Ionad Tacaíochta Oideachais Mhuineacháin (nó a n-ionadaithe). Beifear ag súil go n-oibreoidh sé/sí le baill eile d'Fhoireann Bhainistíochta Oide lena n-áirítear Leas-Stiúrthóir Oide ábhartha, Ceann Riaracháin Oide agus an Stiúrthóir Bainistíochta a bhfuil freagracht fhoriomlán air/uirthi as bainistíocht agus ceannaireacht Oide.

## 2. Cur Síos ar an bPost

Beidh an **Bainisteoir Airgeadais** freagrach as feidhm airgeadais Oide mar eagraíocht. Beidh sé/sí freagrach as bainistiú an bhuiséid d'Oide atá thart ar €16,000,000. Beidh an Bainisteoir Airgeadais freagrach as comhlíonadh an dea-chleachtais agus na gcaighdeán agus na rialachán ábhartha go léir a bhaineann le rialachas airgeadais a chinntiú. Cuimseoidh an ról gnéithe den phleanáil straitéiseach d'fheidhm airgeadais Oide chun ardchaighdeán seachadta seirbhíse a chinntiú go náisiúnta. Beidh an Bainisteoir Airgeadais freagrach d'Óstach Oide, Ionad Tacaíochta Oideachais Mhuineacháin agus do Bhainistíocht Shinsearach Oide. Beidh ar an mBainisteoir Airgeadais oibriú go dlúth le Stiúrthóir ITOM freisin.

Is deis é seo do ghairmí airgeadais a bhfuil taithí acu leas iomlán a bhaint as a scileanna straitéiseacha ceannaireachta, bainistíochta, gairmiúla agus teicniúla i dtimpeallacht ardfheidhmíochta.

De ghnáth, áireofar ar fhreagrachtaí Bhainisteoir Airgeadais Oide:

- Bainistiú caipitil oibre agus sreabhadh airgid do Oide
- Buiséid bhliantúla agus mhíosúla a ullmhú agus a chur i láthair le hanailís athraitheas ar fheidhmíocht i gcoinne buiséid, faireachán a dhéanamh ar Phríomhtháscairí Feidhmíochta (PTFanna) trí chórais uathoibríthe a úsáid
- Buiséid a chomhordú agus cleachtais thráthúla agus éifeachtúla a chinntiú maidir le maoiniú a tharraingt anuas ag eatrainmh i rith na bliana.
- Bainistiú ar mhaoiniú deontais de réir Chiorclán 13/2014
- Idirchaidreamh a dhéanamh le Ceann Riaracháin Oide agus leis an bhfoireann riaracháin ábhartha chun na caighdeán oibre is airde a chinntiú maidir le nósanna imeachta airgeadais agus bainistíocht airgeadais d'Oide
- Monatóireacht, léirmhíniú agus tuairisciú ar chuntais bhainistíochta mhíosúla do Choiste Bainistíochta ITOM agus d'fhoireann Bhainistíochta Shinsearach Oide, le príomhléargais, tráchtairacht agus moltaí a chuirfí isteach i bpacáiste tuairiscithe bainistíochta léirsteanach
- Monatóireacht, cur i bhfeidhm agus feabhsú rialuithe inmheánacha airgeadais chun a chinntiú go gcloítear le hardchaighdeán i ndáil le bainistíocht airgeadais, sócmhainní a chosaint agus comhlíonadh na rialachán airgeadais ábhartha go léir.



- Pleanáil agus anailís airgeadais: ag obair go dlúth le Bainistíocht Shinsearach Oide ar ghnó straitéiseach agus ar phleanáil airgeadais bhliantúil
- A chinntiú go n-ailínítear phleananna oibre bliantúla Oide agus an buiséad i gcomhar le foireann Bhainistíochta Shinsearach Oide
- Ráitis airgeadais bhliantúla a ullmhú de réir na gcaighdeán cuntasáochta ábhartha.
- Ullmhú d'iniúchtaí agus déileáil le fiosruithe iniúchta
- Maoirseacht a dhéanamh ar an obair leantach agus imscrúdú ar laigí nó ar easnaimh a aithníodh in athbhreithnithe monatóireachta, féinmheasúnuithe, agus iniúchtaí inmheánacha agus seachtracha chun a chinntiú go ndéantar bearta feabhsúcháin cuí, agus go mbíonn cultúr foghlama/feabhsúcháin leanúnach á leabú in Oide chun gur lú an seans go dtarlódh laigí /easnaimh arís
- Barr feabhais, nuálaíocht agus dea-chleachtas a chur chun cinn i mbainistíocht airgeadais agus rialachas airgeadais Oide. Cuirfidh an Bainisteoir Airgeadais comhairle ar Oide agus ar an gCoiste Bainistíochta ITOM maidir le cloí le caighdeán chuntasáochta a bhfuil glacadh leo faoi láthair agus le cóid chleachtais ábhartha
- Comhairle agus cúnamh airgeadais a chur ar fáil chun tacú le baint amach na gcuspóirí agus na struchtúr buiséadaithe cineachta agus páirt ghníomhach a ghlacadh ag an am céanna chun tionchar a imirt/stiúradh a dhéanamh ar threo Oide amach anseo agus chun tacú le tionscnaimh forbartha
- Cur i bhfeidhm na gcleachtas airgeadais is fearr a chur chun cinn agus a chothú sna réimsí seo: Bainistíocht Riosca, Soláthar, Luach ar Airgead, Seirbhísí Comhroinnte, Éifeachtúlacht agus Éifeachtacht
- Próisis a aithint agus a chur i bhfeidhm a rianaíonn go córasach na nithe seo a leanas: cuspóirí rialachais, úinéireacht riosca /cuntasacht, comhlíonadh beartas agus cinntí a shocraítear tríd an bpróiseas rialachais, rioscaí i leith na gcuspóirí sin agus éifeachtacht an mhaolaithe riosca agus na rialuithe riosca
- Oibriú le ITOM chun a maoirseacht ar Rialachas agus ar Bhainistíocht Riosca a fhorbairt agus a threorú maidir le hOide
- Forbairt córas – a chinntiú go bhfuil córais chúí i bhfeidhm chun tacú le Bainistíocht Airgeadais Oide
- Dul i dteagmháil agus comhoibriú le páirtithe leasmhara inmheánacha agus seachtracha lena n-áirítear iniúcháirí, an Roinn Oideachais agus Ionaid Tacaíochta Oideachais eile nuair is gá chun riachtanais Oide a chomhlíonadh go héifeachtach
- A chinntiú go gcoinnítear cothrom le dáta a gcuid eolais ar bheartais, nósanna imeachta, treoirlínte agus cleachtais ábhartha a theastaíonn chun an ról a chomhlíonadh go héifeachtach chun a chinntiú go gcloíonn Oide le hardchaighdeán in ITOM agus i mbunáiteanna riaracháin eile Oide in Ionaid Tacaíochta Oideachais ar fud na tíre
- I gcás inarb iomchuí, leas a bhaint as úsáid na teicneolaíochta chun cabhrú le cáilíocht agus le héifeachtúlacht an tsoláthair seirbhíse
- Athrú a chur chun cinn agus páirt a ghlacadh san athrú sin, glacadh le hathrú agus cleachtais oibre a oiriúnú dá réir sin trí bhealaí nua oibre a aimsiú agus a chinntiú ag an am céanna go mbíonn a fhios ag an bhfoireann airgeadais conas athruithe a chur i gníomh
- Tuiscint mhaith a choinneáil ar thosca inmheánacha agus seachtracha a d'fhéadfadh tionchar a imirt ar sheachadadh seirbhíse lena n-áirítear feasacht

ar shaincheisteanna náisiúnta agus áitiúla a mbíonn tionchar acu ar airgeadas agus ar rialachas Oide

Níl sé i gceist go mbeadh an méid atá leagtha amach sa Chur Síos Poist seo ina liosta uileghabhálach de na dualgais go léir atá i gceist agus dá bhrí sin, ó am go ham, d'fhéadfadh sé go mbeadh ar an mBainisteoir Airgeadais dualgais eile a chomhlíonadh de réir mar is cuí don phost agus cur le forbairt an phoist agus iad in oifig.

### **3. Réimse eolais, taithí agus scileanna:**

#### **Riachtanais d'iarrthóirí:**

- Cáilíocht ghairmiúil cuntasáíochta agus ballraíocht iomlán i gcomhlacht gairmiúil aitheanta do chuntasóirí
- Taithí iarcháilíochta 5 bliana ar a laghad ar a bheith ag obair i gcuntasáíocht lena n-áirítear cuntasáíocht bhainistíochta agus/nó cuntasáíocht airgeadais
- Eolas agus tuiscint ar riachtanais airgeadais agus rialála na hearnála poiblí
- Eolas agus tuiscint fhorleathan ar mhodhanna, nósanna imeachta, próisis agus prionsabail chuntasáíochta chomhaimseartha
- Eolas ar mhórchórais bhainistíochta airgeadais
- Taithí ar phróisis chríochnaithe idirbhirt/dheireadh na bliana, lena n-áirítear réiteach cuntas agus páipéir oibre iniúchóireachta a ullmhú agus rannpháirtíocht san iniúchóireacht
- Scileanna bainistíochta caidrimh agus idirphearsanta an-fhorbartha agus cumas chun comhoibriú, muinín agus oscailteacht a chur chun cinn i measc na foirne agus páirtithe leasmhara eile
- Taithí fairsing ar straitéisí leithdháilte airgeadais agus acmhainní a threorú, a forbairt agus a chur i bhfeidhm a thacaíonn le cuspóirí straitéiseacha corparáideacha
- Taithí ar shaincheisteanna criticiúla airgeadais a shainithint agus ar an mbainistíocht shinsearach agus/nó an Bord ar a bhfuil freagrachtaí maoirseachta a chur ar an eolas faoin gcéanna
- Taithí fairsing ar anailís, smaointeoireacht choincheapúil agus réiteach fadhbanna in Airgeadas agus i mBainistíocht Ghnó
- Taithí ar mhaoirseacht foirne agus ar bhainistíocht feidhmíochta
- Eolas ar rialacháin agus ar reachtaíocht ábhartha m.sh. Rialacháin Airgeadais, reachtaíocht Sláinte agus Sábháilteachta, reachtaíocht Fostaíochta, na hAchtanna um Chosaint Sonraí, na hAchtanna um Shaoráil Faisnéise srl.
- Scileanna cumarsáide ardfhorbartha ó bhéal agus i scríbhinn, lena n-áirítear scileanna idirbheartaíochta, scríofa tuairiscí agus láithreoireachta
- Taithí ar athrú i dtimpeallacht oibre airgeadais a bhainistiú
- Cumas tosaíochtaí a chinneadh agus ualaí oibre a eagrú chun aschur ardchaighdeán a tháirgeadh laistigh de thréimhsí ama dochta
- Cumas cruthaithe oibriú faoi bhrú agus smaoineamh go cruthaitheach chun déileáil le réimse leathan saincheisteanna

- Tiomantas d'fhorbairt leanúnach na foghlama gairmiúla chun saineolas bainistíochta agus eolas, scileanna agus tuiscint ghairmiúil a fhorbairt

#### Carachtar

- Ba chóir dea-cháil eiseamláireach a bheith ar iarrthóirí freisin.
- Tá gach ceapachán faoi réir fianaise ar imréiteach Ghrinnfhiosrúcháin an Gharda Síochána ag Ionad Tacaíochta Oideachais Mhuineacháin

#### 4. Suíomh

- Is é Ionad Tacaíochta Oideachais Mhuineacháin an áit oibre do Bhainisteoir Airgeadais Oide. Beifear ag súil go n-oibreoidh sé/sí ar an láthair ar feadh trí lá ar a laghad gach seachtain.
- Beidh air/uirthi a bheith ag obair ó am go chéile in oifigí eile ar fud na tíre le foireann Oide. Nuair a bheidh siad as láthair ón mbaile agus ón gceanncheathrú, ar dualgas, íocfar costais taistil agus liúntais chothaithe chuí de réir Rátaí na Státseirbhíse.
- Beidh ar an té a cheapfar a modh iompair féin a bheith aige/aici agus ceadúnas iomlán tiomána glan a bheith aige/aici.

#### 5. Comórtas

- Tá an post seo oscailte do gach iarrthóir a chomhlíonann na riachtanais riachtanacha atá liostaithe thuas.
- Ní dhéanfar aon tairiscint cheapacháin ach amháin sa chás go meastar go bhfuil iarrthóir oiriúnach ann don phost.
- Tá an ceapachán seo faoi réir an tréimhse phromhaidh chaighdeánach sé mhí a chríochnú go sásúil. Féadfar an tréimhse phromhaidh a fhadú de rogha an fhostóra ach ní rachaidh sí thar aon mhí dhéag in aon chás.
- Déanfar foráil sa chonradh d'athbhreithniú leanúnach ar fheidhmíocht.
- Caithfidh sláinte, saoire bhreitheachta agus taifead ginearálta oibre an iarrthóra rathúil a bheith sásúil.

#### 6. Tuarastal agus coinníollacha

- Tá an scála tuarastail don phost seo mar **Bhainisteoir Airgeadais Oide** le feiceáil thíos:

€81,632 €84,195 €86,765 €89,328 €91,889 €94,937 €98,405<sup>1</sup> €101,877<sup>2</sup>

<sup>1</sup> Incrimintí Seirbhíse Fada (ISF) tar éis 3 bliana seirbhís shásúil ag an uasmhéid.

<sup>2</sup> Tar éis 6 bliana seirbhís shásúil ag an uasmhéid.

- Seachtain oibre 39 uair an chloig (sos lóin laethúil uair an chloig san áireamh)
- **Saoire Bhliantúil:** Is é 29 lá oibre in aghaidh na bliana saoire an teidlíocht saoire bhliantúil don ghrád seo a ardaíonn go 30 lá ar chríochnú trí bliana sa phost. Ní

mór cead a fháil roimh ré ón mBainisteoir Líne ábhartha chun saoire bhliantúil a thógáil agus ní mór é a chur in iúl roimh ré do Stiúrthóir Bainistíochta Oide agus do Stiúrthóir Laethanta Saoire Poiblí ESC Mhuineacháin de réir fhorálacha an Achta um Eagrú Ama Oibre, 1997.

- **Saoire Bhreiteachta:** De réir bheartas Saoire Bhreiteachta IO Mhuineacháin, íocfar 10 lá saoire bhreiteachta ar a mhéad le fostaithe i dtréimhse rollach 12 mhí. Áirítear leis sin laethanta saoire bhreiteachta deimhnithe agus neamhdheimhnithe.
- **Pinsean:** Níl aon phinsean ann, ach is féidir leat leas a bhaint as scéim CCSP más mian leat.
- Cuirtear an ról seo ar fáil ar bhonn conartha 3 bliana, faoi réir maoiniú leanúnach agus feidhmíocht shásúil de réir bheartas Bainistíochta Feidhmíochta Ionad Tacaíochta Oideachais Mhuineacháin agus i gcomhairle le Bainistíocht Shinsearach Oide.

## 7. Conas iarratas a dhéanamh

Ba chóir iarratais a dhéanamh trí litir iarratais agus CV a chur isteach ina mbeidh sonraí teagmhála beirt mholtóirí. Ba chóir é sin a chur isteach tráth nach déanaí ná **4 i.n. Dé Luáin, 12 ú Lunasa 2024** chuig [recruitment@metc.ie](mailto:recruitment@metc.ie)

**D'fhéadfadh gearrliosta a bheith i gceist.**

Reáchtálfar agallaimh **go pearsanta** ag láthair atá le deimhniú chomh luath agus is féidir tar éis dháta deiridh an iarratais.

## 8. Nós Imeachta Roghnúcháin

- Comhlíonfaidh Ionad Tacaíochta Oideachais Mhuineacháin téarmaí an Rialacháin Ghinearálta maidir le Cosaint Sonraí (RGCS) agus gach reachtaíocht ábhartha eile um chosaint sonraí i leith na sonraí a chuirtear isteach le linn an phróisis earcaíochta.
- Bunófar coiste roghnúcháin chun gach gné den phróiseas roghnúcháin a chur i gcrích.
- Tá sé de fhreagracht ar na hiarrthóirí iad féin a chur ar fáil le haghaidh agallaimh, má thugtar cuireadh dóibh freastal ar a leithéid. Ba chóir d'iarrthóirí a thabhairt faoi deara go mb'fhéidir nach mbeifear in ann dáta eile a chur ar fáil.