

Civil Service Organisation	Policing Authority
Office Address	90 North King Street, Dublin 7
Division/Unit	Business Services
Position Title	HEO – Finance Manager
Job Category	Higher Executive Officer Positions
Zone	46

Division / Unit Description:

The Policing Authority (Authority) is an independent statutory body, whose role is to oversee the performance of the Garda Síochána in relation to policing services, to promote public awareness of policing matters and to promote and support continuous improvements in policing in Ireland.

The Policing Authority is currently making arrangements and preparations to transition, along with the Garda Síochána Inspectorate, to a new agency, the Policing and Community Safety Authority (PCSA). The PCSA will retain many of the functions of the Policing Authority, in addition to the incorporation of the inspection functions currently held by the Garda Síochána Inspectorate, the expansion of the Authority's existing research functions and the creation of new functions in the area of community safety. The PCSA's offices are located at 90 North King Street, Dublin 7, D07 N7CV.

In order to deliver on the ambitious agenda for policing oversight and community safety, as set out in the Policing Security and Community Safety Act, the PCSA will have four high-level organisational directorates: Strategy, Research and Insights; Oversight Delivery; Outreach and Engagement; and Business Services. Over a period of three years the ambition is to invest in the organisation, grow the number of staff and increase our capability across the organisation.

We are looking for people with ambitions to develop themselves both personally and professionally, who want to play an active role in helping to shape this new organisation.

We are seeking a **Higher Executive Officer (HEO)** to work within the area of **Finance** within the **Business Services** directorate of the PCSA

Reporting to the Assistant Principal - Head of Finance and Services, the post holder's primary experience will be that of working in a finance environment and his/her primary role will be part of a team managing all aspects of the PCSA's finance function. In addition, the HEO may support the Services Team with day to day support in IT, facilities and corporate services as the need arises.

The role requires a blend of technical expertise, problem-solving skills, and the ability to communicate complex information clearly.

The PCSA currently offers blended working arrangements which requires that all employees should spend a minimum of two days a week "onsite" either in the office or at a work site away from home. At least one of those 'core' days must be either Tuesday, Wednesday or Thursday.

Key Role Responsibilities:

Reporting to the Head of Finance and Services, the HEO – Finance Manager will have responsibility for the following:

Finance

- Assisting the Head of Finance and Services with developing and implementing financial strategy and projections for the PCSA;
- Contributing to, preparing, overseeing and quality assuring the PCSA's annual statutory appropriation accounts in accordance with Public Sector Financial Procedures and Guidelines and recognised financial reporting standards, for approval and submission to the Comptroller and Auditor General;
- Contributing to, preparing, overseeing, quality assuring and presenting annual budget figures, monthly management accounts, reconciliations, variance analysis and other financial and management reports as required for presentation to Senior Management Team, Audit and Risk Committee, PCSA Members and other internal and external stakeholders as required;
- Provide ongoing support and training to non-finance managers in budget monitoring, management and expenditure control, facilitating a culture of non-finance managers managing resources and programmes;
- Prepare reports and statistical returns for external stakeholders such as the Departments of Justice; Finance; and Public Expenditure, NDP and Reform (DPENDR), etc. as required. Contribute to preparing financial briefing materials to PCSA Members, and written responses to Freedom of Information queries, Parliamentary Questions etc.;
- Oversee accounts receivable and payable functions, payroll and general finance queries, month end reconciliations and control procedures and compliance with tax legislation;
- Play a lead role in supporting the Head of Finance and Services in managing internal and external audits and ensuring audit findings are satisfactorily concluded on in a timely manner, liaising with internal and external stakeholders in the process;
- Contribute to and support the finance function with new accounting system implementation, upgrade and enhancement projects, the implementation of new Government Accounting Standards, and support with managing organisational change impacts of such projects;
- Develop and manage professional relationships with external stakeholders in finance, payroll business services, and other areas, such as the Dept. of Justice, National Shared Services Office, DPENDR, Office of Government Procurement , Justice Financial Management Committee etc, and ensure that Service Level Agreements are up to date and complied with,
- Keep up to date with financial standards and procedures, including Central Government Accounting Standards (CGAS) and International Public Sector Accounting Standards (IPSAS);
- Oversee the day-to-day operations of the finance team including developing and implementing work schedules and supporting staff through effective performance management, building their capacity, and assisting with their learning and development needs; and
- Play a lead role in providing regular finance training and capacity building to all PCSA staff, in line with organisational Learning and Development policy, and promote a culture of providing transparency and value for money to the tax payer.

Other

- Promote the PCSA's Vision, Mission and Values through actions, communication and leading by example;
- Support the business services team in areas of facilities management, IT and corporate services, as required. This includes contributing to ensuring technology enables and improves the organisation's 'way of working' and customer experience as set out in pillar 2 of the Civil Service Renewal 2030 strategy;

- Support with the organisation's statutory oversight functions as required, including oversight of the Garda Síochána's strategic management of resources in the provision of policing services; and
- Assisting with such other duties and responsibilities as are assigned from time to time by the function head or any other designated person.

Qualifications, Experience and Essential Role Requirements:

S/he must:

- Hold a recognised accounting or financial management qualification, or be a member of a professional accounting body;
- Have a minimum of 2 years' relevant post qualification experience;
- Have experience in public sector finance and current public sector accounting standards;
- Have experience in managing a finance unit, including people management;
- Have experience in training and capacity building for finance and non-finance staff in finance related matters;
- A willingness and capacity to assume the levels of responsibility and accountability required to carry out a range of professional and operational functions;
- Ability to demonstrate a commitment to the whole mission of the organisation through working together as a team across all areas of the organisation in a positive and effective manner.
- Have a sound knowledge of, and experience in, working with modern ICT systems (finance and non-finance), and a proven track record in upskilling and embracing technology to improve an organisation's 'way of working', and the cultural changes this brings about; and
- Have good attention to detail and be flexible and adaptable to change.

Desirable Skills:

- Ability to work on own initiative with strong multi-tasking capabilities.
- Good planning and organisational skills with ability to work on multiple projects at the same time, to tight deadlines, to adapt and prioritise tasks effectively.
- Strong interpersonal skills and the ability to communicate clearly with a range of different internal and external stakeholders.
- Excellent written communication skills with proven experience in a variety of written forms including policy documents, correspondence and business cases.
- Ability to implement public sector regulatory requirements in an effective and efficient manner and implement organisational change.

A completed application form should be forwarded to: recruitment@policingauthority.ie by 5.00pm on the 15th April 2025.

The application form can be found at the following link:

[HEO Application Form](#)