



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ KERRY EDUCATION AND TRAINING BOARD

Job Description Permanent Grade VI Audit & Compliance Head Office

Nature of Post

Full-time position 37 hours per week

Location

Appointment is to the Scheme – Kerry ETB reserves the right to assign a staff member to any other location, as the service exigencies require. Your centre of first assignment will be Kerry Education and Training Board Head Office, Centrepont, John Joe Sheehy Road, Tralee.

Reporting/Accountability Relationship

The Grade VI reports to the Director of Organisation Support & Development (OS&D).

Post Summary/Purpose:

It will be the responsibility of the post holder to evaluate the integrity of financial and operational performance, including regulatory compliance. Provide an evidence based opinion to the Director of OS&D on the adequacy and effectiveness of the system of internal controls and assurance within the organisation.

Assist in bringing a systematic and disciplined approach to the evaluation and improvement of the effectiveness of the organisation's governance, risk management and internal controls.

Tasks/Duties & Responsibilities

1. Review management and control systems both financial and operational, as requested by the Director of OS&D.
2. Assist in the annual review of internal controls for the purpose of providing an evidence based opinion, to inform the Kerry ETB's Chairperson's statement to the Minister (Circular Letter 0002/2019).
3. Carry out compliance tests to evaluate systems for non-compliance, using a risk based approach. Non-compliance categories including but not limited to:
 - The ETBs Statutory Functions under section 10 of the 2013 Act;
 - The other sections of the 2013 Act
 - Other relevant legislation and funding obligations;
 - DES and other relevant Departments' Circulars and Guidelines
 - Safeguarding of Assets, Integrity of transactions and Reliability of Records
 - Code of Practice for the Corporate Governance of ETBS
 - Kerry ETB policies and procedures
4. Produce reports setting out all identified weaknesses in the existing system, potential outcomes and recommended improvements.
5. Where system breaches are identified set out recommendations on the steps that should be taken to guard against such a breach occurring in future;

6. Identifying if and where processes are not working as they should and advising on changes to be made.
7. Liaise with managerial staff and present findings and recommendations
8. Assist in the preparation required for Internal and External Audit
9. Liaise with the External Auditors, Comptroller & Auditor General (C&AG) and the Internal Audit Unit for the ETBs (IAU-ETBs), as required.
10. Review findings and assist in responding to audit reports from C&AG and IAU-ETB. Incorporate learning from findings into future internal reviews.
11. Support managers and staff in designing and implementing improved processes and procedures to address any weaknesses in conjunction with the Internal Controls Officer.
12. Respond appropriately to the Audit & Risk Committee and its Chairperson, in the form of reports, briefing documents, presentations etc. when and if required
13. Responsibility for keeping up to date on Circular Letters/legislative requirements/collective agreements relevant to areas of responsibility and ensuring, same are implemented efficiently.
14. Maintain a strong focus on self-development, seeking feedback and opportunities for growth.
15. Research issues thoroughly, consult appropriately to gather all information needed on an issue.
16. Plan and prioritise work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances.
17. Attend relevant meetings and contribute their ideas, and/or enhancement of approaches or practices.
18. Keep up to date with developments, Circular Letters, DoES/SOLAS Report Requirements
19. Carry out lawful orders of the Chief Executive or delegated officer.
20. Carry out any other duties appropriate to the grade which may be assigned from time to time.

The above list of accountabilities may be varied having regard to the changing needs of the Scheme and the terms of the post can include delivery of responses to unpredictable work demands as they arise.

Person Specification

Senior Staff Officer (Grade VI Post)

ESSENTIAL REQUIREMENTS

As per Circular Letter 46/2017 candidates must:

- Have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service;
- Be capable and competent of fulfilling the role to a high standard;
- Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;

DESIRABLE REQUIREMENTS

- Achieved or be at an advanced stage of working towards a Level 6 qualification or higher on the National Framework of Qualifications
- Highly developed observation skills: ability to work in a highly accurate manner, paying close attention to detail and keeping records of their work.
- Ability to collect and analyse large amounts of information from different sources efficiently and effectively.
- Knowledge/experience of process mapping software.
- Excellent writing and verbal skills
- Excellent administrative and IT skills

COMPETENCES REQUIRED

Kerry ETB Core Values of Respect, Quality, Equality, Inclusion and Learning are the guiding principles of the organisation and underpin the competencies required to fulfil this role.

The person appointed to the above post will be required to show evidence of the following competences:

Specialist Knowledge, Expertise and Self Development

- Clearly understands the role, objectives and targets and how they fit into the work of the Organisation.
- Develops the expertise necessary to carry out the role to a high standard and has a thorough understanding of the Code of Practice for the Governance of Education and Training Boards
- Is proactive in keeping up to date on issues and key developments that may impact on the Department and/or wider ETB service
- Consistently reviews own performance and sets self-challenging goals and targets

Leadership Potential

- Is flexible and willing to adapt, positively contributing to the implementation of change
- Contributes to the development of policies in the Department/Organisation
- Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way
- Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others

- Formulates a perspective on issues considered important and actively contributes across a range of settings

Analysis & Decision Making

- Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach
- Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)
- Uses numerical data skilfully to understand and evaluate service issues
- Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions
- Sees the logical implications of taking a particular position of an issue

Delivery of Results

- Assumes personal responsibility for and delivers on agreed objectives/goals
- Manages and progresses multiple projects and work activities successfully
- Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these
- Maintains a strong focus on meeting the needs of customers at all times
- Ensures all outputs are delivered to a high standard and in an efficient manner
- Use resources effectively, at all times challenging processes to improve efficiencies

Interpersonal & Communication Skills

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing
- Is able to listen effectively and develop a two-way dialogue quickly
- Maintains a strong focus on meeting the needs of internal and external customers
- Effectively influences others to take action
- Works to establish mutual understanding to allow for collaborative working

Drive & Commitment to Public Service Values

- Consistently strives to perform at a high level
- Maintains consistent effort under pressure and is resilient to criticism or setbacks at work
- Demonstrates high levels of initiative, taking ownership for projects and demonstrating self sufficiency
- Is personally trustworthy and can be relied upon
- Places the citizen at the heart of all process and systems.