

Candidate Information Booklet

Temporary Senior Accounting Assistant (Initial six month contract)

Closing Date:

5.00 pm Thursday, 1st January 2026

Wexford County Council is committed to a policy of equal opportunity.

This competition is being managed by:

*Ronan Griffin
Recruitment Desk
HR Section
Wexford County Council
053 919 6378
E: recruitment@wexfordcoco.ie*

ESSENTIAL REQUIREMENTS FOR THE POST

1. CHARACTER:

Candidates shall 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 have:

- Full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA)
- Minimum of 2 years relevant supervisory experience of a multi-disciplined finance team.
- Knowledge and understanding of completing quarterly and annual accounts.
- Strong analytical and decision-making skills.
- A good understanding of public sector accounting or the ability to quickly acquire such understanding
- Strong knowledge of tax laws and compliance procedures
- Experience of managing staff and/or other resources
- Excellent communications skills with demonstrated evidence of robust IT literacy (i.e. MS Office skills including Outlook, Word, Excel and PowerPoint) is essential.
- Ability to work under pressure with tight deadlines.
- Ability to perform in a fast-changing environment.

Desirable Requirements:

It is desirable, though not essential, that each candidate shall have:

- Knowledge of local government financial procedures including the preparation of the Annual budget and the Annual Financial Statement.
- Experience in with non-finance managers in providing guidance, advice and instruction on accounting requirements for their business area.
- Knowledge or experience of Centros/Integra financial systems.

THE PERSON

The person appointed will be able to clearly demonstrate the key competencies as set out in this Booklet. In addition, the successful candidate will:

- have the knowledge and ability to discharge the duties of the post concerned;
- be suitable on the grounds of character;
- be fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position;
- be suitable in all other relevant respects for appointment to the post concerned;
candidates,
if successful, 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;

The ideal candidate shall:

- Be able to work within, and where necessary lead, multidisciplined finance teams and have the ability to motivate, empower and encourage personnel under his/her control to achieve maximum performance;
- Be able to proactively and positively work with the Senior Accountants/Head of Finance to inform and deliver corporate financial objectives;
- Have a satisfactory knowledge of local government, including local government in Ireland;
- Have a good interest and knowledge of Local Government sectoral developments and understand the impact for the council;
- Be capable of working in close co-operation with other business areas of the Council and have the ability to engage with relevant Government Departments on financial and tax matters for the Council;
- Have an ability to work and deliver results within tight deadlines in a changing and fast moving environment;
- Have the ability to take initiative and responsibility over their own workload, while working within the goals of the team
- Be ambitious and have strong interpersonal and communication skills;

DUTIES OF THE POST

The duties of the post shall be to give to the local authority under the direction and supervision of its appropriate employee, such services of an executive, supervisory and advisory nature as are required for the exercise and performance of any of its powers and duties and shall include the duty of deputising for other employees of the local authority, when required.

The Senior Accounting Assistant will report to the Head of Finance, Financial Account and to the Management Accountant. Their role will include specific responsibility for the development and co-ordination of revenue/capital budgets, financial management reporting systems, capital accounting control and management, completion of annual financial statement, treasury management, financial controls and governance and supporting strategic and operational planning.

The duties will include, but is not limited to, the following:

- Preparation of year end accounts
- Preparation of annual budget
- Capital Accounting
- Cashflow and Treasury Management
- Tax Compliance
- Financial Planning and Analysis
- Management & Reporting of Borrowing Programme
- Responsibility for Financial returns at local, national and EU level
- Responsibility for the on-going development of the Financial Management System
- Management of staff and associated areas within the Finance Directorate
- Liaising with internal and external stakeholders including various Government Departments, Auditors, Financial Institutions etc

COMPETENCIES FOR THE POST

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note of these when completing the application form as any short-listing or interview processes will be based on the information provided by candidates:

Management and Change	<p>Clear understanding of political reality and context of Wexford County Council;</p> <p>Embeds good governance practices into day to day activities, practices and processes;</p> <p>Establishes, develops and maintains positive and productive professional relationships both internally and externally to enhance service delivery;</p> <p>Effectively manages change, foster a culture of creativity in employees and overcomes resistance to change;</p>
Delivering Results	<p>Develops operational and team plans having regard to corporate priorities, operational objectives and available resources;</p> <p>Acts decisively and makes timely, informed and effective decisions, pinpointing critical information and address issues logically;</p> <p>Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers;</p> <p>Proactively identifies areas for improvement and develops practical suggestions for their implementation;</p> <p>Ensures compliance with legislation, regulation and procedures;</p>
Performance through People	<p>Leads by example to motivate staff in the delivery of high quality outcomes and customer service;</p> <p>Works with the team to facilitate high performance, developing clear and realistic objectives to ensure corporate policies and strategies of Wexford County Council are delivered;</p> <p>Effectively manages performance of individuals and teams to achieve operational plan, targets and objectives;</p> <p>Places high importance on staff development, training and maximising skills and capacity of team.</p> <p>Demonstrates an excellent level of verbal and written communication skills;</p> <p>Acts as an effective link between staff and senior management;</p>

Personal Effectiveness	<p>Does more than is required or expected, anticipates situations and acts to pre-empt problems. Creates new opportunities;</p> <p>Strives to perform at a high level, investing significant energy to achieve agreed objectives;</p> <p>Demonstrates appropriate and positive self-confidence;</p> <p>Operates effectively in an environment with significant complexity and pace;</p> <p>Has high levels of expertise and broad Local Authority knowledge relevant to his/her own area.</p>
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SELECTION PROCESS:

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be typed and as fully complete as possible.

Applications will not be accepted after the specified closing date and time.

Applications will only be accepted by email to: recruitment@wexfordcoco.ie no later than the closing date and time of: **5.00pm Thursday, 1st January 2026**

The selection process may include any or all of the following:

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the Local Authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- A competitive preliminary and / or final interview, conducted by or on behalf of the Local Authority, this may include interviews being held remotely;
- The Local Authority may create a panel from which future vacancies at the specified grade may be filled.

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

The Local Authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

You will receive an acknowledgement receipt of your email application. Should you not receive an acknowledgement, please email recruitment@wexfordcoco.ie

CONDITIONS OF SERVICE

1. Tenure:

The post is whole-time, temporary and pensionable.

Persons who become pensionable employees of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Childrens Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children) in accordance with the terms of the Scheme.

For new entrants under the **Single Public Service Pension Scheme** effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

2. Duration:

The contract is for the specific purpose of maternity leave cover and will be for a minimum of six months. However, candidates from any panel formed as a result of this competition may be considered for a longer contract, should one arise.

3. Probation:

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:-

- (a) there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be six months but the Chief Executive may, at his discretion, extend such period;
- (c) such person shall cease to hold such employment at the end of the period of probation, unless during such period the Chief Executive has certified that the service of such person is satisfactory.

4. Salary:

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post shall pay to the local authority any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their employment or in respect of services which they are required by or under any enactment to perform. An allowance may also be payable in respect of travel expenses and subsistence.

SALARY: €60,011 - €78,015 (2nd LSI) (1st August 2025)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Environment, Community and Local Government. Appointees who are not existing public servants will enter at the minimum point of the scale.

5. Health:

For the purpose of satisfying the requirement as to health, it will be necessary for successful candidates, before they are appointed, to undergo, at their own expense, a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment the expense of the medical examination will be refunded to candidates.

6. Retirement/Superannuation:

Single Public Service Pension Scheme:

Effective from 1st January 2013, *The Single Public Service Scheme* applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age: Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1st April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1st April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid.

In all other cases, 60 years is the minimum retirement age, with 70 years being the maximum retirement age.

7. Residence:

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

8. Citizenship:

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa

This competition is being managed by:

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Notes for completing the online application form:

- Download the form and save it first.
- Open it with the latest version of Adobe reader.
- You will then be able to type in the form.
- You can only copy and paste small amounts at a time if you are copying from another location.
- Save the document as you go.
- The application does not support bold text or the use of bullet point

Additional Relevant Information

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the council, or who does not, when requested, furnish such evidence as the council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**
The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.
- **Former Public Service Employees**
Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010, dated 1st November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduces, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER