

The Competition and Consumer Protection Commission (CCPC).

Candidate Information Booklet

Job Title: Finance Executive

Grade: Executive Officer (EO)

Closing date: 3.00pm, Tuesday, 6th May



General Information:

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Grade: Executive Officer (EO)

Starting Salary: *€37,544

*Point of entry on this salary scale may differ from the minimum point of the scale if the

successful candidate is a current public or civil servant.

Employing Authority: Competition and Consumer Protection Commission (CCPC)

Office Location: Bloom House, Railway Street, Dublin 1, D01 C576

Working Hours: 35 hours per week

Hybrid / Agile / Remote

Working:

You will be required to attend the office at least 40% of your time and can avail of remote working up to 60% of your time, this is subject to

business requirements.

The CCPC generally operates on a fully remote basis during the month of August and fully remote over the Christmas period. This arrangement

is subject to business requirements.

Closing Date: 3.00pm, Tuesday, 6th May

Annual Leave: 23 days

Tenure: Wholetime, Permanent

The Competition and Consumer Protection Commission (CCPC):

The Competition and Consumer Protection Commission ("CCPC") is the statutory body responsible for enforcing competition and consumer protection law in Ireland. The CCPC's broad mandate, covering all sectors of the economy, gives it a vital role in ensuring that markets work better for consumers.

We are governed by an Executive Chairperson and three Commission Members ("the Commission"). The Commission is responsible for the strategic and operational management of the organisation to deliver on our mission and meet our regulatory objectives.

Each Division of the CCPC is overseen by a Member of the Commission, led by a Divisional Director and managed by a senior management team from within the Division. We are staffed with people from a wide range of technical backgrounds, including economists, lawyers, digital forensic specialists, investigators, communications professionals and more.

You can read our <u>strategy statement</u> which outlines the vision, mission, values and goals of the CCPC. Further information on the work of the CCPC to be found at <u>www.ccpc.ie</u>.

Equal Opportunities

The CCPC is an equal opportunities employer. We are committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where everyone has equal access to opportunity and feels comfortable and confident to be themselves at work. Reasonable Accommodations will be provided, if required, during this process. To discuss and request reasonable accommodations in confidence please contact ccpccareers@cpl.ie

Division Overview:

The Finance Unit sits within the Corporate Services Division (CSD) of the CCPC. It is not only crucial to the operation of CSD, but it is key to supporting the wider functions of the CCPC providing strategic and operational financial support and advice to the different business units of the CCPC to achieve the statutory goals and responsibilities of the organisation. The Finance Unit has responsibility for budget, payments, accounting and audit functions, insurance, collection of levies it imposes, management of EU grant funding, authorisation of credit intermediaries and licensing of pawnbrokers.

The Role:

The CCPC is seeking to recruit to a Finance Executive who will work closely with all Divisions, providing support to management on issues relating to Finance, The Finance Executive is responsible for the maintenance of specific functions within the Finance Unit and works with the Finance Manager and Head of Finance on feeding into the overall strategy and direction of the Unit.

This position offers a fulfilling and responsible role, dealing with interesting and varied issues. It provides an excellent opportunity to make a significant contribution to the delivery of the Finance Unit in the CCPC.

Responsibilities may include work which contributes to the CCPC fulfilling its regulatory functions regarding the authorisation and compliance monitoring of the increasing number of credit intermediaries and pawnbrokers, in accordance with the relevant legislation.

The Successful Candidate:

The successful candidate will work as part of a small team to support the general finance functions. They will be required to demonstrate an understanding of financial management with a high level of analytical, interpersonal and communication skills.

Due to the broad range of issues dealt with by the CCPC's Finance Unit, they will be required to prioritise work, meet deadlines and work to agreed performance targets.

This role involves overseeing regulatory responsibilities related to the authorisation and compliance monitoring of various financial entities, as per applicable legislation. Additional duties include supporting general finance operations. Strong financial management skills, along with analytical, interpersonal, and communication abilities, are essential for this position

We want to hear from you if you have:

- A track record of working in a finance or compliance function
- Strong interpersonal and communication skills
- Excellent problem solving/analytical skills

This position offers a fulfilling role in a vibrant working environment and provides an excellent opportunity to make a significant contribution to support the goals of a dynamic organisation.

In addition to the immediate appointment from this campaign, an order of merit may be established. This may be used to fill any future vacancies at the same level within this or other Divisions of the CCPC where roles have similar responsibilities and/or similar skills are required.

Key Responsibilities:

- Authorisation of Credit Intermediaries & Licensing of Pawnbrokers including:
 - Examining Credit Intermediary applications for authorisation and Pawnbrokers' applications for licensing against statutory requirements;
 - Processing queries and complaints received in relation to credit intermediaries and pawnbrokers;
 - Assessing compliance and assisting investigations into alleged non-compliance with legislative requirements, including participating in on-site inspection activity where appropriate;
 - Maintaining and updating details of firms authorised in a database and the CCPC's website and assisting with potential process improvements;
- Support the work of the Finance team in the administration of the CCPC's levies1 and EU grant funding.
- Support the wider finance team in the booking of official travel for staff and the processing of staff travel and subsistence claims including relevant reporting to Revenue.
- Support the wider finance team in processing the weekly payment run in a timely and efficient manner that supports Government prompt payment guidelines.
- Support the Finance Manager and Head of Finance with compliance with relevant areas of the 2016 code of Practice for the Governance of State Bodies and in the preparation and updating of the CCPC's financial business plans.
- Maintain a strong internal control environment, through ensuring the proper operation, control and
 execution of processes and procedures in relation to all transactions and identifying improvements as
 necessary.
- Support the work of the Finance team on the annual internal audit on internal controls and the annual audit by Comptroller and Auditor General (C&AG).
- Act as an additional petty cash officer for the CCPC.
- Engage effectively with internal and external stakeholders on financial matters.
- Undertake any other duties and responsibilities of a similar level which may be required in the CCPC and participate in relevant cross divisional projects when the need arises.

Essential:

- A minimum of two years' experience working in finance, accounts payable, regulation or compliance;
- A third level qualification (minimum NFQ Level 6) in the area of finance, regulation, compliance or related field
- Proven ability to work under pressure, to tight deadlines, working efficiently in balancing multiple priorities with competing deadlines, whilst maintaining stakeholder relationships.
- Excellent IT skills and knowledge of Microsoft Office products.
- Excellent communication skills, verbal & written, with demonstrable experience of building and effectively managing a wide range of internal and external relationships
- Excellent analytical and problem-solving skills, with the ability to understand information quickly and to identify potential for improvement and develop clear, informed proposals.

Desirable:

- Additional technical qualification in the area of finance, regulation or compliance.
- Previous experience of managing multiple projects or formal project management accreditation.
- Previous relevant experience in the Public Sector.
- Previous experience in SAGE or similar accounts packages

Application Process:

To apply for this role using the link on the CCPC <u>careers page</u>, please submit please submit an up-to-date CV (maximum two pages) and a cover letter which outlines how your skills and experience meet the requirements of the role. Applicants should note that canvassing will result in your exclusion from the process.

Shortlisting:

Shortlisting of candidates will be based on the information provided in their application. In order to satisfy the shortlisting panel, you need to clearly highlight within your application how your skills and experience meet the essential criteria. If this is not clearly displayed, it may prevent your application progressing to the shortlisting stage.

Interview Process:

There will be one interview for this role that are likely to take place at the end of May. During the interview, the CCPC will conduct competency style interviews based on the Executive Officer competencies below:

- 1) Teamwork
- 2) Analysis and Decision Making
- 3) Delivery of Results
- 4) Interpersonal and Communication Skills
- 5) Drive and Commitment
- 6) Specialist Knowledge, Expertise and Self Development

Full details of these competencies can be found on the <u>CCPC careers page</u> under FAQ.

To find out more about what it is like to work in the CCPC, FAQ's, terms and conditions and the benefits on offer, please visit our <u>CCPC careers page</u>