



Professional Accountant Grade II

The Housing Agency is a government body working with the Department of Housing, Local Government and Heritage, Local Authorities and Approved Housing Bodies (AHBs) in the delivery of housing and housing services.

The Agency's vision is to deliver homes to people in need. It does this by providing evidence-based housing insights and data that inform thinking and policy making; by working with others to enable the delivery of housing solutions and implement programmes and actions in Government housing policy; and by equipping itself and its stakeholders with the capacity required to respond quickly and effectively to challenges in the housing system.

The Agency's work to deliver sustainable and affordable housing for all is framed under three broad themes which are supported by a continuous focus on Organisational excellence.

- Being a centre for housing knowledge.
- Addressing Housing Supply and Affordability
- Supporting the Creation of Sustainable and Inclusive Communities.

We provide a broad range of services including:

- Assisting local authorities with all aspects of their housing function
- Supporting affordable housing initiatives including cost rental and affordable purchase schemes
- Housing acquisitions and property sourcing for social housing
- Managing the Croí Cónaithe Fund
- Technical advice and supports to local authorities and AHBs regarding capital construction and refurbishment projects and procurement
- Financial appraisals of AHB funding applications
- Co-ordination of the Housing First initiative
- Mortgage to Rent
- Research, financial analysis and policy advice
- Pyrite Remediation and the Defective Concrete Block Schemes
- Land development and management
- Loan Underwriting
- Housing practitioner training and information
- National Housing Strategy for Disabled People/ Addressing Social Inclusion

Further information on The Housing Agency is available at www.housingagency.ie

The Housing Agency is currently seeking to appoint an **Accountant at Professional Accountant Grade II** level within its Finance Department. We are interested in meeting individuals with a high level of personal drive, ambition, and enthusiasm to join our expanding team. The role requires strong financial management, governance and communication skills.

The Finance Department deals with the short and long-term financing of The Housing Agency's activities including an annual operational budget of €20 million and programme expenditure of €2 billion.

As a staff member, the holder of the post will be expected to actively contribute to and participate in the overall development of The Housing Agency and to promote its policies at all times and to adhere to The Housing Agency values: <https://www.housingagency.ie/publications/strategy-annual-report>.



The values of the Housing Agency set the standard for the way we work with our colleagues and our stakeholders. In this strategic period, we will continue to embed our values throughout the organisation to guide and inform everything we do.

We will place a particular focus on internal and external collaboration. We have placed people at the centre of everything we do to highlight the importance of our staff, our stakeholders, and the people we are working to support with housing needs.



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Main Duties

The successful candidate will hold a senior leadership position in The Housing Agency and will have a key role in creating a positive and open working environment. They will be expected to proactively contribute to an ethos of continuous improvement within the finance function.

Key Responsibilities

The range of duties and responsibilities associated with the position can include:

- Leadership and management of a team of finance professionals maximising the effectiveness and contribution of the whole team. Ensure that high levels of performance are achieved and maintained. Clearly defining objectives and goals and encouraging ownership and responsibility for tasks.
- Ensure the timely and accurate provision of information to allow for completion of month end management reporting and business partnering to the Senior Management Team and as required for the Board, Internal Committees and our parent Department.
- Assisting in the preparation and interrogation of inputs for various business units into the annual budgeting and forecasting processes.
- Preparation of Annual Financial Statements and audit files for audit by the Comptroller and Auditor General and other various audits and reviews that take place throughout the year.
- Develop and report high-quality financial reports, analysis and key performance indicators. Be able to present financial information in a confident, logical and convincing manner.
- Maintain a robust control environment, including the completion of weekly, monthly and annual controls and assist in development and enhancement of control procedures, ensuring controls are maintained to the highest standards.
- Ensure full compliance with relevant statutory and regulatory frameworks.
- Provide new insights and identify opportunities for efficiency improvements.
- Ensure that the Chief Financial Officer and Head of Finance are advised of incidents and emerging issues and risks.
- Ensure high-quality and up-to-date procedure documents are maintained.
- Assist with other ad hoc assignments and generally support the work of the Agency.
- Ensure that the Fixed Asset Schedule is accurate, complete and maintained in a clear and concise manner.
- Provide analysis and support to the Head of Finance and Chief Financial Officer as required.
- Have strong influencing and communication skills. Be able to build strong internal business partner relationships and co-ordination with various stakeholders including both finance and non-finance personnel.

- Conducting periodic risk assessments within the Finance area.
- Assist with systems development or implementation within areas of responsibility.
- Other ad-hoc duties as required.

Essential Personal / Educational Requirements

Candidates must on or before the closing date:

- Have full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA).
- Have a minimum of 3 years relevant post qualification accountancy/audit experience including financial accounting and/or management accounting, financial services, fund management or the regulatory environment.
- Possess a high degree of analytical, conceptual and problem-solving skills in financial and business management.
- Demonstrate a track record of showing personal initiative and exercise of sound professional judgement. Possess the capacity to complete work thoroughly and to a high standard.
- Proven experience of effective staff management and other resources. Possess the capability of operating effectively on their own initiative and as part of a team.
- Demonstrate excellent interpersonal and communication skills including influencing, problem solving and effective engagement with a range of internal and external stakeholders.
- Have excellent process management and organisational skills.
- Show flexibility and be results-focused with the ability to work under pressure, to tight deadlines with attention to detail.

Desirable Requirements

- A good understanding of public sector accounting and financial management systems or the ability to quickly acquire such understanding.
- Experience of completing end to end Annual Financial Statements.

Competencies

- **Management & Delivery of Results** - successfully manages a range of different projects and work activities at the same time.
- **Analysis and Decision Making** – gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors
- **Team Leadership** – leads the team by example, coaching and supporting individuals as required. Maximises the contribution of the team as a whole.

- **Interpersonal and Communication Skills** – builds and maintains relationships with key stakeholders, working within diverse teams, preparing, and presenting reports to key stakeholders.
- **Specialist Knowledge** – working knowledge of public-sector accounting and financial management with a high degree of analytical, conceptual, and problem-solving skills.

PROFESSIONAL ACCOUNTANT GRADE II – Civil Service Scale

€73,961.00 €75,651.00 €77,337.00 €79,031.00 €80,720.00 €81,169.00 €82,834.00
 €84,562.00
 LSI 1 €87,376.00
 LSI 2 €90,198.00

New entrants will be appointed on the first point of the scale in line with government policy. Different terms and conditions may apply if immediately before appointment you are a currently serving civil/public servant.

Eligibility to compete:

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer. Eligible candidates must be:

- a) A citizen of the European Economic Area. 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 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 Switzerland and has a stamp 4 visa.

Closing date for Receipt of Applications – 12.00 noon on 18th of August 2025

Application Procedure

It is anticipated that interviews for this position will take place during the week commencing 1st of September 2025 in our offices at 53 Upper Mount Street, Dublin 2. Candidates should be aware that these dates may be subject to change.

Candidates must provide:

- a. A cover letter and comprehensive CV (no longer than 3 pages).
- b. Applications should be typed and submitted via email in PDF format to recruitment@housingagency.ie
- c. Applicants will be short-listed based on the information supplied.
- d. Applications will not be accepted under any circumstances after the closing date / time.
- e. Canvassing by or on behalf of the applicant will automatically disqualify.

Should the person recommend for appointment decline or having accepted the position relinquish it or if any additional vacancy arises, the Agency may, at its discretion, select and recommend another person for appointment on the results of the selection process.



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