



Senior Staff Officer – Finance (Grade 6)

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 a **General Ledger Supervisor** at **Senior Staff Officer** 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 candidates will assist and report to the Financial Reporting Accountant or such other person as may be designated.

Key Responsibilities

Management of aspects of the Housing Agency's finances which may include aspects of:

- Oversee key areas of Accounts Payable, Accounts Receivable, and verification of financial data within the Financial Management System.
- Preparation and posting of monthly financial journals and fixed asset accounting.
- Completion of periodic regulatory submissions to the parent department.
- Support of the internal and external audit processes.
- Preparation of Annual Financial Statements ensuring full compliance with statutory and regulatory frameworks.
- Deputise and advise at a senior level when required.
- Continuous improvement with a focus on process automation and reporting.
- Manage, mentor, and develop the Finance team to ensure efficient operations.
- Review, develop, and deliver training when implementing new financial policies and procedures.
- Assist with the implementation of a new Financial Management System.
- Develop, monitor, and report KPIs for financial process effectiveness, control adequacy, and risk management.
- Support senior finance management in delivering strategic and operational initiatives.

The ideal candidate knowledge and skills

The knowledge and skills required include but are not limited to the following:

- High level of accuracy with strong attention to detail and numeracy skills.
- Be able to work within and effectively lead a team to ensure that optimum performance is achieved.
- Have extensive experience of accountancy work, including management accounting and/or financial accounting.
- Take responsibility for delivering output on time and to a high standard.
- Ability to take initiative, multitask and manage competing demands and work effectively to deadlines in fast paced environment.
- Strong analytical, problem-solving, and interpretive skills with an ability to think strategically and use sound judgement on complex issues.
- Strong written and oral communication skills and ability to influence and communicate effectively with a wide range of stakeholders.
- Understanding of controls and governance.

- Experience of internal and external audit processes.
- An ability to critically assess processes and procedures, identify improvements and manage change effectively.

Personal / Educational Essential Requirements

The successful candidate must be able to demonstrate:

- A minimum of 3 years' experience working as part of a core finance function including:
- Proven evidence of month end reporting.
- Proven evidence of annual financial reporting input.
- Proven evidence of financial reporting analysis to support decision making.
- Ability to demonstrate General Ledger verification.
- Experience working with financial controls.
- Staff supervision.
- Experience of managing change and process improvement.

Desirable Requirements

- Third level qualification or equivalent professional qualification at NFQ Level 7 in Accounting, Business, or a related discipline.
- Member of a professional accounting body.
- Knowledge / Experience of working in the Public Sector

Competencies

- **Communication and Interpersonal Skills** - Tailors communications to effectively reach an audience. Is assertive and professional when dealing with challenging issues.
- **Delivery of Results** – Manages and progresses multiple projects and work activities successfully. Takes initiative and seeks opportunities to exceed goals.
- **Analysis and Decision Making** – Analyses complex data and makes clear recommendations, takes account of any broader issues and related implications when making decisions.
- **People Management** - Gets the best out of individuals and the team, encouraging employees to achieve quality results. Effectively manages team and individual performance.
- **Specialist Knowledge** - Demonstrates a high degree of specialist financial expertise and knowledge, adds value to the team by utilising their specialist knowledge and acts as a subject matter expert where required.

Salary Scale – Senior Staff Officer – Grade 6 – LA Scales

€56,754 - €58,108 - €59,758 - €62,862 - €64,716

LSI 1 €67,020

LSI 2 €69,337

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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