



The National Library of Ireland is an Equal Opportunities Employer

Candidates' Information Booklet

Open competition for the appointment to the position of

**Executive Officer**

**in the Finance Department**

**of the National Library of Ireland**

Closing date for applications: **13<sup>th</sup> June 2025, at 3pm**

The National Library of Ireland is committed to a policy of equal opportunity

Contact: HR Department

National Library of Ireland

4 Kildare Street,

Dublin 2.

E-mail [careers@nli.ie](mailto:careers@nli.ie)

Telephone: (353) 1 6030200 | URL: [www.nli.ie/about-us/working-national-library-ireland](http://www.nli.ie/about-us/working-national-library-ireland)

## **BACKGROUND**

The National Library of Ireland (NLI) is the library of record for Ireland. Established in 1877, the NLI became an autonomous cultural institution on 3<sup>rd</sup> May 2005 under the National Cultural Institutions Act, 1997, with a Board and a Director who operate under the Board's overall governance. The Board, made up of a chairperson and 11 ordinary members, reports to the Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media. The Library employs some 125 staff who work to deliver five priorities under our current strategy, to collect, protect, reveal, engage and innovate.

The NLI shares the story of Ireland with the world through our unique collections. We care for more than twelve million items, including books, manuscripts, newspapers, photographs, prints, maps, drawings, ephemera, music and digital media. The Library's sites in Dublin, including the National Photographic Archive in Temple Bar, are open, free of charge, to all those who wish to consult and explore the collections - through reading rooms which are visitor attractions in their own right, via rich and varied exhibitions, and by means of an active public programme. Further information is available at: [About | National Library of Ireland](#)

## **THE ROLE**

The Executive Officer in the Finance Department of the NLI plays a key operational role in supporting the effective financial management of the organisation. Reporting to the Higher Executive Officer within the Finance Department, the Executive Officer contributes to the day-to-day financial operations, ensuring compliance with public sector financial procedures and providing accurate and timely reporting to internal and external stakeholders.

The post holder will be expected to act with the highest standards of professionalism and confidentiality, to act with initiative and independence, and to be able to work under pressure with multiple deadlines.

## **DUTIES AND RESPONSIBILITIES**

Currently reporting to the Higher Executive Office within the Finance Department, the successful applicant's duties will include the following:

- Day-to-day accounting and processing duties using SAGE 50;
- Management of the Accounts Receivable ledger (including debtors credit control);

- Maintain and reconcile financial records, accounts and ledgers to ensure accuracy and accountability and coordinate with finance team to achieve timely month end cut-offs;
- Support and assist in NLI's taxation compliance including assisting with monthly and annual payroll and revenue returns;
- Prepare weekly and fortnightly payroll reconciliations;
- Assist the HEO on financial aspects of quarterly returns to CSO and parent department;
- Assist in the preparation, monitoring and reporting of monthly management accounts, annual budgets and financial statements;
- Support project costing, grant administration and funding applications where relevant;
- Support procurement processes in accordance with public procurement guidelines and NLI procurement policy and procedures;
- Process and manage payments, invoices, purchase orders and support the expense claim process;
- Contribute to the preparation of internal and external audits and respond to audit queries;
- Assist in the ongoing development and review of financial procedures and policies to improve efficiency and compliance;
- Liaise with suppliers, internal departments, and external stakeholders to ensure smooth financial operations;
- Provide general administrative support to the Finance team, including document management and reporting;
- Any other duties relevant to the grade which may be assigned by NLI management.

The above is a general guide to the role and is not an exhaustive description of duties which are associated with the role or tasks which may be assigned to the role of Executive Officer in the Finance Department of the Library.

## **QUALIFICATIONS, SKILLS & EXPERIENCE REQUIRED**

### **Essential Requirements:**

- Minimum of 4 years' experience working in financial administration or accounting, preferably within a public sector or cultural institution;
- Strong attention to detail and accuracy in numerical work;
- Proficiency in Microsoft Office applications, particularly Excel.

### **Desirable Requirements**

- NFQ Level 5 qualification or equivalent in accounting, finance, or a related field is an advantage;
- Knowledge of public financial procedures and the Irish public sector environment.

### Person Specification

- Excellent organisational and time management skills, with the ability to prioritise tasks effectively;
- Excellent interpersonal skills and the ability to establish a good working relationship with a variety of stakeholders;
- Strong written and verbal communication skills including the ability to present information in a clear and concise manner;
- Ability to work both independently and collaboratively as part of a multidisciplinary team;
- Strong ethos of confidentiality.

### PRINCIPAL CONDITIONS OF SERVICE

**PAY:** The payscale applicable to the position is as follows (rates effective from 1st March 2025):

#### Personal Pension Contribution (PPC)

The PPC pay scale will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution. It will also apply to new permanent employees and fixed term un-established employees.

€37,544	€39,465	€40,550	€42,667	€44,564	€46,400	€48,229
€50,019	€51,848	€53,670	€55,604	€56,900	€58,748*	€60,610**

*\*LSI 1 is Long service Increment after 3 years on Max of scale*

*\*\*LSI 2 is Long service increment after 6 years on Max of scale*

#### Non-Personal Pension Contribution (Non-PPC)

The Non-PPC (Personal Pension Contribution) salary for the position will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

€35,983	€38,152	€39,010	€40,860	€42,659	€44,406	€46,141
€47,841	€49,559	€51,234	€53,001	€54,209	€55,945*	€57,697**

*\*LSI 1 is Long service Increment after 3 years on Max of scale.*

*\*\*LSI 2 is Long service increment after 6 years on Max of scale.*

**Important Note**

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Candidates should note that different terms and conditions may apply if immediately prior to appointment you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line with current Government Policy (see Public Service Stability Agreement 2021 - 2022 paragraph 5.1 for recent changes).

The rate of pay offered will be payable fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until you supply an IBAN and IBIC number to the HR Unit.

Statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to you in accordance with the Payment of Wages Act 1991. You will be advised in writing of the amount and details of any such overpayment and you will be given at least one week's notice of the deduction to take place, which will be deducted at an amount fair and reasonable having regards to all the circumstances.

**Tenure**

The successful candidate will be appointed to a permanent post, subject to successful completion of a 12-month probationary contract.

This does not preclude an extension to the probationary period in appropriate circumstances. During the period of probation, the appointee's performance will be subject to review by the relevant manager(s) to determine whether the appointee:

- (i) has performed in a satisfactory manner.
- (ii) has been satisfactory in general conduct.
- (iii) is suitable from the point of view of health with particular regard to sick leave.

**Outside Employment**

The position will be full time and the appointee may not engage in private practice or be connected with any outside business which conflicts in any way with his/her official duties, impairs performance or compromises his/her integrity.

**Location**

The successful candidate will initially be based at The National Library of Ireland premises in Kildare Street, Dublin 2, but can be based at any of the Library premises in Dublin.

### **Organisation of Working Time Act 1997**

The terms of the Organisation of Working Time Act 1997 will, where appropriate, apply to this position.

### **Hours of Attendance**

Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 41.25 gross hours per week (35 net hours per week).

### **Annual Leave**

The annual leave allowance will be 23 days per annum, rising to 24 days after 5 years' service, 25 days after 10 years' service, 26 days after 12 years' service and 27 days after 14 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave and is on the basis of a five-day week and is exclusive of the usual public holidays.

### **Health**

A candidate and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **Important notice:**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

## **COMPETITION PROCESS**

### **How to Apply**

Applicants should submit a copy of their current Curriculum Vitae with a letter of interest by e-mail to the Human Resources Unit of the National Library of Ireland at [careers@nli.ie](mailto:careers@nli.ie)

**Please note that all application documentation should be submitted in a single PDF document.**

Applicants will be shortlisted on the basis of the information contained in their application. It is the responsibility of applicants to be available for interview on the allotted time and date.

The names and contact details of two referees will be required following an interview. The Library reserves the right to make such enquiries as it considers necessary in relation to an applicant before making an offer of a post.

**Closing Date**

Please note that the deadline for receipt of applications is **13<sup>th</sup> June 2025, at 3pm**. This closing date and time will be strictly adhered to.

Canvassing will disqualify.

**Panel**

A panel may be formed from this competition from which applicable vacancies at Executive Officer Grade, both permanent and temporary, should they arise may be filled.

**Special Accommodations**

If you require any special accommodations in relation to any aspect of this competition, please notify [hr@nli.ie](mailto:hr@nli.ie)

**Format of the Competition**

The selection process for this competition may comprise of a number of elements. These may include one or more of the following: -

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Short listing;
- Interview(s);
- Presentation/Analysis exercise;
- Work sample test or any other tests or exercises that may be deemed appropriate.

**Shortlisting**

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the National Library may decide that a number only will be called to interview. In this respect, the National Library provide for the employment of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements for the position and decide if you will be shortlisted, relative to the other candidates applying for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather than there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

**Deeming of candidature to be withdrawn**

Candidates who do not, when requested, furnish such evidence as the National Library of Ireland requires in regard to any matter relevant to their candidature will have no further claim to consideration.

### **Review Procedures in relation to the Selection Process**

Requests for a review are dealt with in accordance with the "Code of Practice: Appointment to Positions in the Civil Service and Public Service" published by the Commission for Public Service Appointments - the Code can be accessed at [www.cpsa.ie](http://www.cpsa.ie)

The National Library of Ireland will consider requests (addressed to the HR Unit) for review as follows: -

- informal process to be availed of within 5 working days of the notification of initial decision (Section 7.8 of Code) or within 2 working days of the receipt of a decision in relation to an interim stage (Section 7.9 of Code).
- Formal process: request for review must be made within 10 working days of the notification of the initial decision or if an interim stage the request for review must be received within 4 working days (Section 7.13 of Code).
- The candidate may seek to have outcome of initial review reviewed by decision arbitrator and a request to this affect should be made within 7 working days of the receipt of the outcome of the initial review (Section 7.15 of Code).

Section 8 of the Code deals with the Review/Appeals Procedures in relation to allegations of a breach of the Code of Practice.

### **Candidate Feedback**

In accordance with the principles of the above Code of Practice, the National Library of Ireland is committed to providing clear, specific and meaningful feedback to candidates. In this regard it is the National Library of Ireland's policy to provide written feedback to candidates. This will comprise the candidate marks from the competition, benchmarking the mark relative to the performance of other candidates and a comment from the assessment board in relation to the candidate's overall performance under each of the Capability Framework headings.

### **Access to Information**

Three copies of application material will be generated from the softcopy submitted at the time of application, to be used by the interview board. On completion of the competition **ONE** copy will be retained by the HR unit and the remaining **TWO** copies will be destroyed. Data Protection Acts 1988 - 2018 will apply.



## APPENDIX 1

### Executive Officer– Key Performance Indicators

People Management	Consults and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
	Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
	Values and supports the development of others and the team
	Encourages and supports new and more effective ways of working
	Deals with tensions within the team in a constructive fashion
	Encourages, listens to and acts on feedback from the team to make improvements
	Actively shares information, knowledge and expertise to help the team to meet it's objectives
Analysis & Decision Making	Effectively deals with a wide range of information sources, investigating all relevant issues
	Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc
	Identifies and understands key issues and trends
	Correctly extracts & interprets numerical information, conducting accurate numerical calculations
	Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence
Delivery of Results	Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
	Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
	Constructively challenges existing approaches to improve efficient customer service delivery
	Accurately estimates time parameters for project, making contingencies to overcome obstacles
	Minimises errors, reviewing learning and ensuring remedies are in place
	Maximises the input of own team in ensuring effective delivery of results

	Ensures proper service delivery procedures/protocols/reviews are in place and implemented
Interpersonal & Communication Skills	Modifies communication approach to suit the needs of a situation/ audience
	Actively listens to the views of others
	Liaises with other groups to gain co-operation.
	Negotiates, where necessary, in order to reach a satisfactory outcome
	Maintains a focus on dealing with customers in an effective, efficient and respectful manner
	Is assertive and professional when dealing with challenging issues
	Expresses self in a clear and articulate manner when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Displays high levels of skills/ expertise in own area and provides guidance to colleagues
	Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
	Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team
Drive & Commitment to Public Service Values	Is committed to the role, consistently striving to perform at a high level
	Demonstrates flexibility and openness to change
	Is resilient and perseveres to obtain objectives despite obstacles or setbacks
	Ensures that customer service is at the heart of own/team work
	Is personally honest and trustworthy
	Acts with integrity and encourages this in others