Candidate Information Booklet

November 2026

Grade	Assistant Principal Officer
Title of the Position	Financial Compliance and Reporting Manager
Duration	Whole-time, Permanent Contract
Location	Citizens Information Board, George's Quay House, 43 Townsend Street, Dublin 2. D02 VK65
Website	www.citizensinformationboard.ie

The Citizens Information Board (CIB) is the national agency responsible for supporting the provision of information, advice, and advocacy. CIB funds and supports a range of Service Delivery Companies, including the Citizens Information Services, the Money Advice and Budgeting Services, MABS Support, National Traveller MABS, the National Advocacy Service for People with Disabilities, the Sign Language Interpreting Service, and the Register of Irish Sign Language Interpreters.

Job Description

Financial Compliance and Reporting Manager – (Assistant Principal Officer)

Nature and Scope

The Citizens Information Board is the national agency responsible for supporting the provision of information, advice, and advocacy. CIB funds and supports a range of Service Delivery Companies including the Citizens Information Services, the Money Advice and Budgeting Services, MABS Support, National Traveller MABS, the National Advocacy Service for People with Disabilities, the Sign Language Interpreting Service and the Register of Irish Sign Language Interpreters.

CIB-funded service delivery companies are companies limited by guarantee and have charitable status, with the exception of RISLI, which does not have charitable status. These companies report to CIB on a cash basis. They also have financial compliance and reporting obligations under the Companies Act 2014, the Financial Reporting Council's Financial Reporting Standard 102, the Charities Act 2009, and Charities Regulator reporting requirements.

The Financial Compliance and Reporting team monitors and reports on the service delivery companies' management of public funds and their compliance with legislative and regulatory requirements, as set out in their Service Level Agreements with CIB. The team determines annual operational grant allocations for the twenty-two service delivery companies and monitors and reports on their cumulative expenditure against budget. It validates the companies' annual cash budget plans and mid-year cash budget reprofiling submissions. The team also maintains CIB's Financial Controls and Reporting Requirements handbook and monitors company compliance through quarterly financial returns and internal audit reports.

The Financial Compliance and Reporting team works closely with other CIB teams, including Operational Compliance and Reporting; Corporate Services; Standards and Development; and ICT, Digital, and Data.

Reports to

Reporting to the **Head of Division, Compliance and Reporting.**

Location

This role will be based at CIB Head Office, George's Quay House, 43 Townsend Street, Dublin 2, D02 VK65.

Responsibilities

Main Duties

- Manage the Financial Compliance and Reporting unit's budget and report on budget versus actual expenditure on a monthly basis to CIB's Corporate Finance unit.

- Validate the service delivery companies' quarterly financial returns in relation to budget versus actual cash payments.
- Ensure that the Head of Division, Compliance and Reporting receives timely and accurate quarterly financial reports on the service delivery companies' financial performance, supported by analysis and commentary.
- Oversee the validation of service delivery companies' annual cash budget plans.
- Oversee the service delivery companies' mid-year cash budget reprofiling process.
- Engage with relevant personnel in the service delivery companies to prevent and address financial compliance and reporting issues.
- Take a lead role in the annual estimates process.
- Lead the validation of service delivery companies' annual business cases for new service developments.
- Support the delivery of CIB's Strategic Plan 2026-2029.
- Prepare ad hoc financial reports as required for the board and the Department of Social Protection.
- Identify, assess, manage, and monitor risks, and keep CIB's eRisk register up to date.
- Maintain and oversee Standard Operating Procedures for all financial processes.
- Liaise with internal and external auditors as required.
- Lead the validation of multi-annual pay claims from the service delivery companies.
- Liaise with the cloud accounting software provider and the service delivery companies to lead and support a phased upgrade of their accounting system – Thrive.
- Maintain CIB's Financial Controls and Reporting Requirements handbook to reflect legislative and regulatory requirements.
- Support the eLearning team in developing and updating programmes on financial controls and reporting requirements for service delivery companies.
- Plan, allocate and evaluate work, and manage the performance of the Financial Compliance and Reporting team.
- Support staff development to maximise their potential in line with individual and organisational goals.

Organisational

Organisational Duties

- Represent and promote the organisation; attend and participate in conferences and seminars as required.
- Participate in special projects and joint working arrangements.
- Contribute to the continuing process of organisational development within CIB and particularly the development of CIB services.
- Contribute to governance tasks within CIB including Parliamentary Questions, Annual Reports, internal reporting, procurement, Freedom of Information and Data Protection requests.
- Contribute to cross-organisational initiatives in relation to service development and compliance and reporting in Service Delivery Companies.
- Participate and work within the PMDS process.
- Participate in training and development programmes/courses to maintain and improve performance and to assist in identifying personal training and support needs.
- Ensure that the highest standards of customer service are met in carrying out the business of CIB.

This list is not exhaustive but serves to reflect the nature of the duties included in the role. Given the nature of the organisation and the requirement to respond to citizens' needs on an ongoing basis, the role is subject to change over time.

November 2026

Candidate Profile

The ideal candidate will demonstrate the following experience, skills, and professional attributes.

Essential Skills & Criteria

- Current membership of a recognised or prescribed accountancy body such as ACCA, ACA, CIMA, or an equivalent accountancy body in another jurisdiction.
- A minimum of five years' experience at a senior level in a finance role within a civil or public service environment, or a comparable and relevant business environment.
- Demonstrated experience in leading the preparation, review, and presentation of financial reports, including the analysis and interpretation of financial data, with strong attention to detail, and the provision of recommendations and insights to support informed decision-making.
- Demonstrated experience of applying, monitoring, developing, or improving financial controls, policies, procedures, governance arrangements and statutory or regulatory compliance frameworks.
- Demonstrated experience of building and managing effective relationships with a range of internal and external stakeholders, including the ability to communicate complex financial information clearly.
- Demonstrated leadership and change management experience, including successfully implementing change, contributing to organisational objectives through strategic planning and/or service improvement initiatives, maintaining business continuity, and promoting innovation and continuous improvement.
- Demonstrated project management experience in the implementation or upgrade of accounting systems, including planning, stakeholder engagement, testing, go-live and post-implementation review, while managing risks, timelines, and budgets.
- Demonstrated experience using advanced Microsoft Excel functions and financial reporting or data analysis tools, including Power BI or equivalent reporting software, to support financial analysis, reporting, and decision-making.

Desirable Skills & Criteria

- Experience using accounting systems such as Sage, Agresso, SAP or equivalent accounting and financial reporting systems.
- Experience of leading innovation, process improvement, or digital transformation initiatives, including the responsible adoption of emerging technologies such as AI, to enhance financial analysis, reporting, compliance, or organisational effectiveness, with appropriate regard to data protection, accuracy, governance, and human oversight.
- Proficiency in the Irish language.

Required Competencies

- Leadership
- Judgement, Analysis and Decision Making
- Management and Delivery of Results
- Interpersonal and Communication Skills
- Specialist Knowledge, Expertise and Self-Development
- Drive and Commitment to Public Service Values

See further information on these competencies at Appendix 1

Principal Terms of Service

Contract arrangements

This position will be offered on a full-time Permanent Contract basis subject to the satisfactory completion of a probation period.

Salary as at 1 June 2026

The salary scale for this post is the Assistant Principal Officer (AP) Civil Service Equivalent: €83,113, €86,173, €89,277, €92,390, €95,499, €97,292, **€100,427 (LSI1), €103,576 (LSI2)**

1. After 3 years' satisfactory service at the maximum point of the scale
2. After 6 years' satisfactory service at the maximum point of the scale

Starting Salary and Payment Agreements

Candidates should note that entry will be at the 1st point of the scale and will not be subject to negotiation, and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Increments may be awarded annually subject to satisfactory performance with the exception of long service increments, if applicable.

Different terms and conditions may apply if immediately before appointment you are a currently serving civil/public servant.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 7/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Outside Employment

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

Location

The Citizens Information Board, George's, Quay House, 43 Townsend Street, Dublin 2. D02 VK65.

Citizens Information Board formally introduced a blended working policy in January 2023 which allows employees to apply for a combination of working from their assigned office premises and working remotely.

Working Week

Subject to the exigencies of the post, the normal working week is 35 hours, exclusive of lunch breaks. Normal attendance arrangements are 09:00 am to 5:00 pm, Monday to Friday. Employees may, on occasion, be required to work outside normal office hours.

Annual Leave

The annual leave allowance for this post will be 30 working days per annum plus Public Holidays.

The Organisation of Working Time Act 1997

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

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of S.I. 124 of 2014 and S.I. 384 of 2015 Public Service Management (Sick Leave) Regulations and relevant sick leave circulars.

Eligibility to compete and certain restrictions on eligibility.

EEA, Swiss, British and non-EEA Applicants Resident in the State.

I) Applicants who are EEA, Swiss, or British citizens do not require work permits / visas.

EEA citizens who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Bulgaria and Romania.

(ii) Non-European Economic Area Applicants resident in the State.

To process your application, it is necessary for you to submit the following documentation:

A scanned copy of your passport showing your identification and immigration stamp, i.e. the first page of your passport showing your photograph and personal details together with the page showing your current immigration permission (Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6).

Alternatively, applicants may provide:

A scanned copy of your current Irish Residence Permit showing Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6.

*Stamp 1G

There are two main pathways under Stamp 1G and they are:

Graduate Stamp 1G

For permanent positions, CIB can only apply for an Employment Permit if the role you are applying for is on the Critical Skills Occupations List,. If the role is not on the Critical Skills Occupations List then CIB will be unable to apply for a work permit regardless of whether or not you are successful at interview.

Spouse / Partner of Critical Skills Employment Permit holder or Researchers in the State on Hosting Agreements

Or

For permissions related to your marital/partnership status:

A scanned copy of your passport showing your identification and Stamp. That is, the first page of your passport showing your photograph and personal details, and the stamp/visa page showing your current immigration Stamp 1G showing you have permission to be in this State and your Marriage/Civil Partnership Certificate.

Or

A scanned copy of both the front and back of your current Irish Residence Permit (IRP) showing Stamp 1G and your Marriage/Civil Partnership Certificate.

And

A scanned copy of your spouse's passport showing their photograph and personal details, and the stamp/visa page showing their current immigration stamp and a copy of their Critical Skills/General Employment Permit.

Or

A scanned copy of both the front and back of your spouse's current Irish Residence Permit showing Stamp 4 and a copy of their Critical Skills/General Employment Permit.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28 June 2012 to Personnel Officers introduced, with effect from 1 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 a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any other 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. 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).

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 of the same sector. Therefore, such retirees cannot apply while the above restrictions continue in force.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced 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 moneys. The

same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community and Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community and Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any public service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. 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.

Superannuation and Retirement

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the public service at the time of being offered an appointment. In general, an appointee who has never worked in the public service will be offered appointment based on membership of the Single Public Service Pension Scheme ('Single Scheme'). Full details of the Scheme are at https://singlepensionscheme.gov.ie/.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

The key provisions attaching to membership of the Single Scheme are as follows:

- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated annually by reference to CPI).
- Pensionable Age - The minimum age at which pension is payable is 66 (rising to 67 and 68 in line with State Pension age changes).
- Retirement Age - Scheme members must retire at the age of 70.
- Post retirement pension increases are linked to CPI.

Pension Abatement

This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service Pension or has a Preserved Civil or Public Service Pension which will come into payment during their employment in this position. If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a public service pension is in payment or comes into payment during this employment. This provision, to apply abatement across the wider public service, came into effect on 1 November 2012. Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

If the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), Department of Health Circular 7/2010 VER/VRS of the Department of Environment, Community and Local Government Circular Letter LG (P) 06/2013 which, as indicated above, renders a person ineligible for the competition, the entitlement to that pension will cease with effect from the date of reappointment. Special arrangement will however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education and Skills Early Retirement Scheme for Teachers

Circular 102/2007

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

Ill-Health Retirement

For an individual who has retired from a Civil/Public Service body on the grounds of ill-health their pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. *This may have implications for any appointee who has acquired pension rights in a previous public service employment.*

Additional Superannuation Contribution

The appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the public service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

Other Conditions of Employment

Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

Data Protection

In line with the Data Protection Acts 1988-2018 and the General Data Protection Regulation (GDPR), all personal information provided on this application form will be stored securely by the HR team at Citizens Information Board (CIB) and will be used only for the purposes of the recruitment process. Application forms will be retained for a period of one year from the scheduled interview date, and in the case of a successful candidate, for the duration of employment and a minimum of one year thereafter.

Applicants' information is processed under the legal basis of contractual necessity. The provision of personal data is necessary for the processing of your application or the conclusion of an employment contract with CIB. This information may be submitted to and processed by CPL Recruitment. The information will also be made available to the interview panel.

Following completion of the recruitment selection process, all personal information will be retained only by CIB, and this information will not be disclosed to any other external third party without your consent, except where necessary to comply with statutory requirements or seeking references.

You may, at any time, make a request for access to the information held about you as outlined. Should you wish to make any changes, to any of the information stored about you within the one-year retention period, please contact the HR Manager at Citizens Information Board, George's Quay House, 43 Townsend Street, Dublin 2, DO2 VK65.

For information on how your personal data will be used as part of this process please refer to our Data Protection Notice for Job Applicants, available at the following link: https://www.citizensinformationboard.ie/en/data_protection/cib.html

How to Apply

To apply for this role candidates **must**:

- Fully complete and sign the application form.
- Provide a cover letter setting out their suitability for the position.

The completed and signed application form with cover letter (maximum one page) should be sent to: recruitment@ciboard.ie

In the subject line, insert: **Financial Compliance and Reporting Manager**

All documents must be submitted in Word or PDF format. For security reasons, files sent by email as links to documents in shared cloud-based servers will not be accepted.

An automatic acknowledgement email will be issued for all applications received. If you do not receive this acknowledgement of your application once submitted, please contact the HR Team by email recruitment@ciboard.ie to ensure your application has been received.

Closing date

Please note the latest time for receipt of applications is **5pm on Monday 23 November 2026.**

Incomplete applications, postal applications, or CVs will not be accepted. Any applications received after the closing date and time will not be considered.

Selection Process

Candidates will be shortlisted based on information contained within their application. Shortlisted candidates will be contacted in relation to attending an interview(s). During any short-listing exercise that may be employed, a board will examine the applications and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience within the application.

The selection process may involve a presentation or other exercise and one or more interviews. All interviews are competency based and will take place on-site in Dublin. The onus is on all applicants to make themselves available on the date(s) specified by CIB and make whatever arrangements are necessary to ensure they receive communications sent to them at the contact details specified. CIB will not be responsible for any expenses incurred by candidates.

Important Notice

The above represents the principal conditions of service and is not intended to be a 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(s).

The Citizens Information Board is committed to providing equal opportunities for employment to all. Applications will be reviewed and shortlisted for interview on the merit, skills and experience detailed in the documentation supplied, regardless of gender, age, sexual orientation, civil status, family status, religion, disability, race, or membership of the Traveller community.

APPENDIX 1: ASSISTANT PRINCIPAL LEVEL COMPETENCIES
Leadership
• Actively contributes to the development of the strategies and policies of the Department/Organisation. • Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise. • Leads and maximises the contribution of the team as a whole. • Considers the effectiveness of outcomes beyond their own immediate area. • Clearly defines objectives / goals and delegates effectively, encouraging ownership and responsibility for tasks. • Develops the capability of others through feedback, coaching, and creating opportunities for skills development. • Identifies and takes opportunities to exploit new and innovative service delivery channels.
Judgement, Analysis and Decision Making
• Research issues thoroughly, consulting appropriately to gather all information needed on an issue. • Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data). • Integrates diverse strands of information, identifying inter-relationships and linkages. • Makes clear, timely and well-grounded decisions on important issues. • Considers the wider implications of decisions on a range of stakeholders. • Takes a firm position on issues s/he considers important.
Management and Delivery of Results
• Takes responsibility for challenging tasks and delivers on time and to a high standard. • Plans and priorities work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances. • Ensures quality and efficient customer service is central to the work of the division. • Looks critically at issues to see how things can be done better. • Is open to new ideas, initiatives and creative solutions to problems. • Ensures controls and performance measures are in place to deliver efficient and high value services. • Effectively manages multiple projects.
Interpersonal and Communication Skills
• Presents information in a confident, logical, and convincing manner, verbally and in writing. • Encourages open and constructive discussions around work issues. • Promotes teamwork within the section but also works effectively on projects across Departments / Sectors. • Maintains poise and control when working to influence others. • Instils a strong focus on Customer Service in their area. • Develops and maintains a network of contacts to facilitate problem solving or information sharing. • Engages effectively with a range of stakeholders, including members of the public, Public Service Colleagues, and the political system.
Specialist Knowledge, Expertise and Self-Development
• Has a clear understanding of the role's objectives and targets of self and the team and how they fit into the work of the unit and the Department / Organisation. • Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities. • Is considered an expert by stakeholders in own field/ area. • Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role.
Drive and Commitment to Public Service Values
• Is self-motivated and shows a desire to continuously perform at a high level. • Is personally honest and trustworthy and can be relied upon. • Ensures the citizen is at the heart of all services provided. • Through leading by example, fosters the highest standards of ethics and integrity.