



pobal

government supporting communities



**Human Resources Pobal**

**Job Description**

**Finance – Travel & Subsistence Support Officer - Grade 1**

## About Pobal

Pobal works on behalf of Government, and in conjunction with communities and local agencies, to support social inclusion and local and community development. We do this by managing funding and providing support for programmes in the areas of Social Inclusion and Equality, Inclusive Employment and Enterprise, and Early Learning and Care.

Pobal is an Equal Opportunities Employer and welcomes suitably qualified applicants from all sections of society. Further information on how Pobal promotes Equality, Diversity & Inclusion (EDI) throughout our workplace for our staff can be found via this link. [Equality, Diversity & Inclusion Statement](#)

## About Finance

The Finance Directorate oversees the internal finance function as well as the financial element of several government programmes administered by Pobal. We partner and work with the business units in Pobal as well as key external providers and stakeholders such as Comptroller and Auditor General, Internal Auditor, IT providers and Pobal beneficiaries.

## Job Description and Person Specification

<b>Role</b>	<b>Travel &amp; Subsistence Support Officer</b>
<b>Directorate</b>	<b>Finance</b>
<b>Unit</b>	<b>Financial Control Unit</b>
<b>Grade</b>	<b>1</b>
<b>Reporting to</b>	<b>Finance Co-Ordinator</b>

### Role Purpose

The role will assist with the fulfilment of Pobal's Travel & Subsistence function, ensuring that Pobal comply with Travel & Subsistence regulations.

## Role Requirements

### Role Requirement 1

#### Financial Administration

- Review monthly staff travel & subsistence claims.
- Query issues on travel & subsistence claims with claimants, where relevant.
- Process travel & subsistence payment runs.

### Role Requirement 2

#### Support & Services

- Assist with the delivery of staff travel & subsistence training.
- Prepare funding confirmations for beneficiary auditors.
- Prepare supplier statement reconciliations.
- System development testing, as required.

### Role Requirement 3

#### Customer Service

- Provide support and assistance to claimants with travel & subsistence queries.
- Complete bank verification checks with staff, as required.

### Role Requirement 4

#### General Administration

- Any other administration duties within the general requirement of the role, which may be required from time to time.


## Required Experience

- Financial/administration experience preferable, but not essential
- Strong organisational skills & attention to detail
- Ability to work within a framework of confidentiality
- Proficient in MS packages e.g. Word, Excel, Outlook, SharePoint

## Qualifications

- Relevant third level qualification (e.g. Certificate, Diploma) or equivalent is desirable, but full training will be provided.

# Pobal Core Competencies - Grade 1

GRADE 1 COMPETENCIES	EFFECTIVE PERFORMANCE INDICATORS
 <p><b>Delivery of Results</b></p>	<p>Takes responsibility for own work and sees it through to the appropriate next level</p> <p>Completes work in a timely manner</p> <p>Adapts quickly to new ways of doing things</p> <p>Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes</p> <p>Writes with correct grammar and spelling and draws reasonable conclusions from written instructions</p> <p>Identifies and appreciates the urgency and importance of different tasks</p> <p>Demonstrates initiative and flexibility in ensuring work is delivered</p> <p>Is self reliant and uses judgment on when to ask manager or colleagues for guidance</p>
 <p><b>Customer Service and Communication Skills</b></p>	<p>Actively listens to others and tries to understand their perspectives/requirements/needs</p> <p>Understands the steps or processes that customers &amp; stakeholders must go through and can clearly explain these</p> <p>Is respectful, courteous and professional, remaining composed, even in challenging circumstances</p> <p>Can be firm when necessary and communicate with confidence and authority</p> <p>Communicates clearly and fluently when speaking and in writing</p> <p>Keeps manager informed about progress and problems</p>
 <p><b>Information Management / Processing</b></p>	<p>Approaches and delivers all work in a thorough and organised manner</p> <p>Follows procedures and protocols, understanding their value and the rationale behind them</p> <p>Keeps high quality records that are easy for others to understand</p> <p>Draws appropriate conclusions from information</p> <p>Suggests new ways of doing things better and more efficiently</p> <p>Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc.</p> <p>Has attained a competent level of ICT capability and can utilise the ICT tools available to them to support and inform analysis and decision making</p>
 <p><b>Teamwork</b></p>	<p>Shows respect for colleagues and co-workers</p> <p>Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate</p> <p>Offers own ideas and perspectives</p> <p>Understands own role in the team, making every effort to play their part</p>
 <p><b>Specialist Knowledge, Expertise and Self Development</b></p>	<p>Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.</p> <p>Clearly understands the role, objectives and targets and how they fit into the work of the unit</p> <p>Is committed to self development and continuously seeks to improve personal performance</p>
 <p><b>Drive and Commitment to Pobal's Values</b></p>	<p>Consistently strives to perform at a high level and deliver a quality service</p> <p>Is thorough and conscientious, even if work is routine</p> <p>Is enthusiastic and resilient, persevering in the face of challenges and setbacks</p> <p>Is personally honest and trustworthy</p> <p>At all times, acts with integrity</p>

## Terms & Conditions of Employment

<b>Salary</b>	Grade 1 salary scale (€29,587 - €44,864)
<b>Contract Type</b>	Fixed Term Contract until May 31 <sup>st</sup> , 2025, subject to continuing Government funding
<b>Probation</b>	A probationary period of six months will apply
<b>Pension</b>	Defined contribution pension scheme
<b>Annual Leave</b>	26 working days, exclusive of public holidays
<b>Travel &amp; Subsistence</b>	Travel and subsistence will be paid at public sector rates
<b>Location</b>	The role will be located at any Pobal Office.
<b>Blended Working Policy</b>	Pobal can offer combination of office based and remote working either from home or a pre-approved business hub on the island of Ireland

### Selection Process

A shortlisting exercise will be employed. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the needs of Pobal for this post. Those candidates whose applications, in the opinion of the review panel, appear best suited to the position will be short-listed for interview.

Deadline for application: May 16<sup>th</sup>, 2024

Applications will not be accepted after the closing date



**Ceannoifig/ Head Office**

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