

INFORMATION BOOKLET

Open Competition for appointment to the position of:

Accountant Grade II

in the

Central Statistics Office

Closing Date: 12 noon Tuesday 19th May 2020

Candidates are advised to carefully study this Information Booklet before completing the corresponding application form.

CSO is an equal opportunity employer and is committed to principles of good recruiting practice. This competition will be run in compliance with the codes of practice prepared by the Commissioners for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on www.cpsa.ie.

Position:	Accountant Grade II
Organisation:	Central Statistics Office
Location:	Skehard Road, Cork
Salary:	€62,034 - €75,399 (see Principal Conditions of Service for details)

Central Statistics Office (CSO)

The CSO is Ireland's national statistical institute. It is an independent Office within the Civil Service under the aegis of the Taoiseach and is responsible for the collection, compilation and dissemination of statistics about the economic, social and other general conditions of the State.

With a current staffing complement of more than 900, located in Cork, Dublin and a nationwide field staff, the CSO strives to keep society fully informed by producing accurate, objective, timely, accessible and trustworthy Official Statistics. The CSO is a dynamic and innovative environment in which to work, with strong professional relationships with international bodies.

The CSO conducts a wide range of statistical inquiries and its outputs touch on most aspects of the Irish economy and society. CSO outputs include the Census of Population and a wide range of statistical outputs on areas such as employment, unemployment, income and earnings, economic indicators such as GDP and GNP, retail sales and Government finances. The Office also produces a wide variety of statistics on business sectors, society and the environment. The Office has recently been asked to further expand the scope of its statistical work, commencing preparation for a Sexual Violence Prevalence Survey commissioned by the Department of Justice and engaging with the ESRI to commence end to end operation of the Growing Up in Ireland Survey from 2023. The growing diversity in the scope and complexity of the work of the Office reflects the burgeoning importance of independently produced, statistically robust Official Statistics across all areas of life in Ireland. In all, the CSO publishes over 300 statistical releases and publications each year, all of which are available online on www.cso.ie.

The demand for Official Statistics is growing significantly, driven by a mix of national and international users including Eurostat and the European Central Bank. The statistical environment is evolving quickly and so too is the CSO to keep pace with the range of changes that are underway.

Overview of the role

Accountant Grade II

A vacancy exists for a professional accountant Grade II in the Central Statistics Office (CSO).

The successful candidate will assist and report to the Senior Accountant and the position is based at the CSO's Cork Office. The Finance function is responsible for the provision of financial management services to individual staff, business areas and senior management; incorporating financial control, compliance and reporting. The Finance team deliver all aspects of the accounting cycle from transactional processing to management and statutory accounting; and play a key role in supporting business decisions, planning and strategy development for the CSO. Civil Service accounting systems are entering a transformational period and the successful candidate will be part of the CSO team contributing to this modernisation.

Duties of the role:

The following describes typical financial and management accountant duties which might be associated with the role.

- Contributing to, preparing, overseeing and quality assuring CSO's annual statutory accounts or appropriation accounts and financial management reports in accordance with Government Financial Procedures and Guidelines and in accordance with recognised accounting standards;
- Reconciliation of bank and suspense accounts;
- Dealing with issues arising during Comptroller and Auditor General (C&AG) audits where applicable;
- Providing assurance on adequacy of financial management and reconciliation systems;
- Providing expert advice across the Organisation on audit and financial management issues particularly to the Accounting Officer and, where applicable, assisting the Accounting Officer in preparing for appearances at the Public Accounts Committee (PAC);
- Advising and contributing on a range of shared service and cross Government/Departmental/Organisational projects including for example a move to Accrual Accounting;
- Where appropriate, liaising with and seeking sanction from the Department of Public Expenditure and Reform (D/PER) in respect of accounting matters;
- Ensuring proper reconciliation of all payment instruments and agency accounts, and that all payments are properly brought to account, using specialised knowledge of accounting and auditing standards and correct internal controls;
- Utilising professional accounting knowledge for accounting system implementation, upgrade and enhancements;
- Ensuring proper internal and accounting controls are in place and ensure controls and performance measures are in place to deliver efficient and high value services;
- Liaising with the internal and external auditors and assisting them in the performance of their functions;
- Assisting with the preparation of budgeting, taxation and other statutory returns;
- Contributing to monthly budgetary management including review of monthly overhead costs with budget holders to ensure that costs remain within budget;
- Presenting financial/management accounting information in a confident, logical and convincing manner;
- Preparation of Cost Analysis Reports on various areas of activity and projects;
- Support the implementation and maintenance of a cost accounting system;
- Taking initiative and responsibility for challenging tasks and delivering on time and to a high standard;
- Planning and prioritising work in terms of importance, timescales and other resource constraints and re-prioritising considering changing circumstances;

- Displaying flexibility and adaptability in the performance and development of the role;
- Managing and supervising a team including performance management;
- Leading and maximising the contribution of the team as a whole;
- Clearly defining objectives and goals and delegating effectively;
- Encouraging ownership and responsibility for tasks;
- Ensuring quality and efficient customer service is central to the work of the Finance Section;
- Looking critically at issues to see how things can be done better;
- Encouraging open and constructive discussions around work issues;
- Developing and maintaining a network of contacts to facilitate problem solving or information sharing;
- Engaging effectively with a range of internal and external stakeholders.

Applicants should note that the above is a general guide to the role and is not an exhaustive description of the duties which are associated with the role or tasks which may be assigned to the role of Accountant Grade II in the Central Statistics Office. Applicants should also note that additional duties may be assigned.

Vacancies

Applicants who are successful in this competition will be placed on a panel, in an order of merit. There is currently one vacancy in the CSO, Cork. Other vacancies (permanent or temporary) which may arise will be filled from this panel, the panel will be in place for a period of one year from the date of its formation.

Essential Requirements

Candidates must have, on or before the 19th May 2020;

- Full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA);
- A minimum of two years relevant post qualification accountancy/audit experience including management accounting and/or financial accounting, financial services, fund management or the regulatory environment;
- Well-developed IT skills including a familiarity with integrated Financial Management Systems, and good experience using Microsoft Excel and Word;
- Excellent process management and organisational skills;
- An ability to work under pressure and achieve tight deadlines with good attention to detail;
- Excellent communication skills, both written and oral including an ability to summarise complex technical issues in a cogent and concise manner;
- An ability to work on own initiative and as part of a team;
- The ability to work effectively in a multi-disciplinary environment;
- The capacity to make sound judgements on technical issues and to recommend the necessary consequential action
- Be committed to continuous development of skills and professional qualifications
- An understanding of public sector accounting and financial management systems or the ability to quickly acquire such understanding.

In addition to the above, the Key Competencies for effective performance at this level are detailed in Appendix 1.

Desirable:

- Experience carrying out financial audits in the private or public sector organisations;
- Experience of processing/auditing or carrying out verification checks on EU funds in public bodies;
- Experience preparing audit reports and audit files;
- Experiencing preparing financial and non-financial reports;
- Experience evaluating financial and general systems with the ability to review financial statements against supporting documentation;
- Experience of managing staff and other resources.

Eligibility to compete and certain restrictions on eligibility

Candidates must, by the date of any job offer, 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 Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (c)** A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen; **or**
- (d)** 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; **or**
- (e)** 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.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

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 either of these schemes are not eligible to compete in this competition.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st 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 public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 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) and the Minister's consent will have to be secured prior to employment by any public service body.

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

The Department of Environment, Community & 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 reemployment 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.

Principal Conditions of Service

General

The appointment is to a permanent post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Salary

PPC (Personal Pension Contribution) salary scale for this position, with effect from 1 September 2019, is as follows:

€62,034 €63,451 €64,866 €66,286 €67,702 €68,079 €69,456 €70,851, €73,122(LSI1), €75,399(LSI2)

This rate 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.

A different rate 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.

Long service increments may be payable after 3(LSI1) and 6(LSI2) years satisfactory service at the maximum of the 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.

Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line with current Government Policy.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Tenure and Probation

The appointment is to a permanent position on a probationary contract in the Civil Service.

The probationary contract will be for a period of one year from the date specified on the contract. Notwithstanding this paragraph and the paragraph immediately following below, this will not preclude an extension of the probationary contract in appropriate circumstances.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

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

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A(2) Civil Service Regulation Acts 1956 – 2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by the Central Statistics Office and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In certain circumstances your contract may be extended and your probation period suspended. The extension must be agreed by both parties.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave
- In relation to an employee absent on Parental Leave or Carers Leave, the employee may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation
- Probation may be suspended in cases such as absence due to a non-recurring illness

The employee may, in these circumstances, make an application to the employer for an extension to the contract period.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

Organisation of Working Time Act 1997

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

Location

The post will be based in the CSO's Office in Skehard Road, Cork. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43 hours and 15 minutes gross per week or 37 hours net of lunch breaks per week. The position holder will be required to work a five-day week. The hours of attendance are normally Monday to Thursday 9.00am to 5.45pm and 9.00am to 5.30pm on Friday. The appointee will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

Annual Leave

The annual leave allowance for this position is 27 working days a year, rising to 30 days after 5 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, it is based on a five-day week and is exclusive of the usual public holidays.

Health

A candidate for 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.

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 the sick leave circulars. Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the CSO. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil 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 www.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.

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

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 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.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, 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).
- **III-Health-Retirement**
Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post Ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from public service:

1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.
2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available [via this link](#) or upon request to PAS.

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 pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This 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

Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity

You will during the term of your appointment, be subject to the provisions of the Official Secrets Act 1963 as amended by the Freedom of Information Act 2014. You will agree not to disclose to third parties any confidential information – especially that with commercial potential – either during or subsequent to the period of employment. You will also be subject to the Civil Service Code of Standards and Behaviour.

Character

A candidate for and any person holding the office must be of good character.

Ethics in Public Office Act 1995

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

Statistics Act 1993

The appointee will become an Officer of Statistics under the Act and s/he will be required to sign an undertaking not to divulge any information obtained in the course of his/her duties to any unauthorised person or body.

Political Activity

The appointee will be subject to the rules governing civil servants and politics.

Outside Employment

The position will be whole 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.

Prior approval of publications

Appointees will agree not to publish material related to official duties without prior approval by the Minister.

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

An application form accompanies this Information Booklet. This application form must be completed and submitted correctly to the following specified email address competitions@csso.ie. All sections of the form must be fully completed. Incorrectly submitted application forms will not be accepted, so please note the following information carefully:

The application form is an editable Word document. Once completed, please save the document as "Your name.doc". You will be required to submit the application form by email with the title "Professional Accountant - your name" to the following address competitions@csso.ie

Closing date

Your application must be submitted not later than **12 noon on Tuesday 19th May 2020**. Applicants are advised to submit applications 24 hours in advance, in case of any unforeseen events. No late applications can be accepted.

If you do not receive an acknowledgement of receipt of your application by 21st May 2020 please contact Fionnuala.oriordan@csso.ie

The interviews for this post are likely to be held in June 2020.

The CSO will issue electronically as many communications as possible. Applicants are advised to check your emails on a regular basis as the onus is on each applicant to ensure that they are in receipt of all communication from the CSO. There may, however, still be a necessity to issue some correspondence by hard copy mail. The CSO accepts no responsibility for communication not accessed or received by the applicant.

Selection Process

The Selection Process may include the following:

- Submission of Application Form
- Shortlisting of candidates based on the information contained in their Application Form
- Initial/preliminary interview
- Presentation or other exercises
- A final competitive interview
- Any other tests or exercises that may be deemed appropriate

Shortlisting

If the number applying for the position is such that it would not be practical to interview everyone, the CSO may decide that only a certain number will be called to interview. In this respect a short-listing board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position.

The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience in your application.

The board will select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

Availability and Admission

During the selection process, the onus is on all applicants to make themselves available on the date(s) specified by the CSO and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application form. The CSO will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview is not to be taken as implying that the CSO is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the CSO will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

References

It would be helpful if you would start considering names of people who you feel would be suitable referees that we might consult (2 - 3 names and contact details). Please be assured that we will only collect the details and contact referees should you come under consideration after the final interview stage.

Confidentiality

Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strictest confidence.

Security Clearance

Garda vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed by the CSO.

Code of Practice

This competition is being organised in accordance with the Code of Practice (01/17) titled *Appointment to Positions in the Civil Service and Public Service* published by the Commission for Public Service Appointments (CPSA). The CSO will consider any requests for review in accordance with the provisions of this code.

A copy of the Code may be accessed at www.cpsa.ie

The CSO is an equal opportunity employer. Assignments will be made on the basis of qualifications and the ability to carry out the responsibilities of the grade or post.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process. Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

A third party must not personate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment. In addition, where

a person found guilty of an offence was or is a candidate at a recruitment process, then, where s/he has not been appointed to a post, s/he will be disqualified as a candidate, and where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned.

If successful, they will not be appointed to the post unless they:

- a) Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed
- b) Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the CSO, or who do not, when requested, furnish such evidence as the CSO requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to our attention.

Feedback will be provided on written request.

Data Protection Acts, 1988 to 2018

When your application form is received, the HR Division of the CSO creates a record in your name, which contains much of the personal information you have supplied together with your managers assessment. This personal record is used solely for the purpose of processing your candidature and should you be successful certain information will be retained by the CSO's HR division for promotional purposes. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 to 2018.

To make a request under the Data Protection Acts 1988 to 2018, please submit your request in writing to: The Data Protection Officer, Central Statistics Office, Skehard Road, Cork T12 X00E. Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

Appendix 1: Accountant Grade II competency framework

ACCOUNTANT GRADE II	
Leadership	
<ul style="list-style-type: none">• Actively contributes to the development of the strategies and policies of the CSO• 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 in terms wider than own immediate area• Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks• Develops capability of others through feedback, coaching & creating opportunities for skills development• Identifies and takes opportunities to exploit new and innovative service delivery channels	
Analysis & Decision Making	
<ul style="list-style-type: none">• Researches 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 & Delivery of Results	
<ul style="list-style-type: none">• Takes responsibility for challenging tasks and delivers on time and to a high standard• Plans and prioritises 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 & Communication Skills	
<ul style="list-style-type: none">• 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 his/her 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	
Drive and Commitment	
<ul style="list-style-type: none">• 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	
Specialist Knowledge, Expertise and Self Development	
<ul style="list-style-type: none">• Has a clear understanding of the roles, objectives and targets of self and the team and how they fit into the work of the unit and Department• 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	