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| <b>Job Title &amp; Grade</b>      | Fixed Assets & Reconciliation Accountant<br>Grade VII                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Campaign Reference #</b>       | 102543                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Closing Date</b>               | 2 <sup>nd</sup> September 2026 by 5 pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Proposed start date</b>        | To be confirmed once Interviews are complete.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Duration of Post</b>           | Permanent Post                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Advertisement Type</b>         | Internal & External                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Specific T&amp;C's of post</b> | 35 standard working week<br>30 days Annual Leave<br><br>Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1 <sup>st</sup> June 2026: Grade, Code 0582, starting at Point 1 € 61,219 and rising annually in increments to <b>€79,583</b> including <b>LSIs</b> .                                                                                                                                                                                                                        |
| <b>Location of post</b>           | Initially cross site                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Reporting Arrangements</b>     | <ul style="list-style-type: none"> <li>• This post will report to the Finance Lead (Transactions) &amp; Heads of Financial Audit, Accounting &amp; Transactions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Key Working Relationships</b>  | <p>The post holder will work closely with:</p> <ul style="list-style-type: none"> <li>• Finance Lead (Transactions)</li> <li>• Finance Lead (Audit &amp; Transactions)</li> <li>• Head of Financial Audit, Accounting &amp; Transactions</li> <li>• Head of Financial Planning &amp; Analysis</li> <li>• Head of Contracts &amp; Procurement</li> <li>• National Pediatric Health Development Board (NPHDB)</li> <li>• Programme Commissioning Team</li> <li>• Children's Health Foundation (CHF)</li> <li>• CFO</li> <li>• HSE and other external bodies</li> </ul> |

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|                                              | <i>Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning &amp; transitioning to steady state.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Purpose of the Role</b>                   | <p>The purpose of the Fixed Asset and Reconciliation Accountant role within Children's Health Ireland is to ensure the accurate reconciliation, recording, and management of fixed assets acquired by the National Paediatric Hospital Development Board (NPHDB) for the National Children's hospital and their integration into CHI's fixed asset Register.</p> <p>The role is responsible for maintaining a single, complete, and robust fixed asset register that accurately reflects all assets under CHI's control. This includes reconciling and validating asset information, ensuring assets are correctly created, recorded, and categorised according to the relevant funding source, including funding received from the HSE and Children's Health Foundation (CHF).</p> <p>The role is accountable for the creation and capitalisation of fixed assets arising from approved capital funding, ensuring compliance with CHI's fixed asset policy, accounting standards, governance requirements, and audit expectations.</p> <p>By maintaining the integrity of the fixed asset register and ensuring accurate financial reporting of funded capital assets, the role supports effective management, financial control, regulatory compliance, and informed decision-making across CHI.</p> |
| <b>Principal Duties and Responsibilities</b> | <p>Professional Duties and Responsibilities:</p> <p>The post holder will be expected to live CHI values and be child-centered, compassionate, progressive and will act with respect, excellence and integrity.</p> <p><b>1. Fixed Asset Management</b></p> <ul style="list-style-type: none"> <li>• Maintain and administer the fixed asset register for CHI, ensuring completeness, accuracy, compliance with relevant accounting standards and organizational policies.</li> <li>• Reconcile fixed assets acquired by the NPHDB for the National Children's Hospital and ensure their accurate transfer and recording within the CHI fixed asset register.</li> <li>• Create, capitalise, and maintain fixed asset records arising from funding received from HSE, CHF, and other approved funding sources.</li> <li>• Ensure assets are appropriately classified, coded, and linked to their relevant funding source.</li> <li>• Process and review asset additions, disposals, transfers, impairments, and depreciation in a timely and accurate manner.</li> </ul>                                                                                                                                                                                                                                |

- Perform regular reconciliations between the fixed asset register and the general ledger, investigating and resolving discrepancies as required.
- Support the maintenance of a single, robust, and auditable fixed asset register across the organisation.

## **2. Financial Reporting and Control**

- Ensure fixed asset transactions are accurately reflected in monthly, quarterly, and annual financial reports and statutory financial statements.
- Prepare fixed asset reconciliations supporting schedules, and reports for month-end and year-end close processes.
- Monitor capital expenditure and funding utilisation to ensure accurate accounting treatment and reporting.
- Support the preparation of financial information required for internal and external audits.
- Ensure compliance with relevant accounting standards and CHI financial policies and procedures.
- Identify and implement improvements to fixed asset processes, controls and reporting mechanisms.

## **3. Reconciliation and Governance**

- Lead the reconciliation of capital projects, asset acquisitions, and funding streams to ensure accuracy and completeness of financial records.
- Develop and maintain robust controls to safeguard the integrity of the fixed asset data.
- Support asset verification exercises and request stakeholders complete a periodic physical asset review.
- Ensure all fixed asset documentation is maintained in accordance with governance, audit and record-retention requirements.
- Contribute to the development, implementation, and review of fixed asset policies and procedures.

## **4. Reconciliation of Children's Health Foundation Funds with CHI**

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|  | <ul style="list-style-type: none"> <li>• Prepare monthly CHF financial grant return and submit invoices to CHF together with the relevant grant approval documentation.</li> <li>• Reconcile funds received from CHF against approved grants and submitted invoices.</li> <li>• Monitor outstanding invoices and follow up on funding receipts as required.</li> <li>• Ensure accurate recording of grant income and related transactions.</li> <li>• Maintain complete and accurate financial records to support reporting and audit requirements.</li> <li>• Complete Internal order reconciliations monthly/quarterly.</li> </ul> <p><b>5. Stakeholder Engagement and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Build and maintain effective working relationships with key stakeholders across CHI, the NPHDB, the HSE, CHF, project teams, procurement, estates and finance colleagues.</li> <li>• Act as the primary contact for fixed asset and capital accounting matters, providing expert advice and guidance to stakeholders.</li> <li>• Collaborate with operational and project teams to ensure the timely capture, validation, and capitalisation of asset information.</li> <li>• Liaise with external auditors and other assurances providers in relation to fixed asset records, reconciliations, and supporting documentation.</li> <li>• Present fixed asset and capital expenditure information to management and governance groups as required.</li> <li>• Present CHF reconciliation to management and governance groups as required.</li> <li>• Promote strong financial governance and accountability through proactive stakeholder engagement and effective communication.</li> </ul> <p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Contribute to the achievement of the CHI's Finance department objectives and continuous improvement initiatives.</li> <li>• Maintain up-to-date knowledge of accounting standards, fixed asset management practices, and public sector financial reporting requirements.</li> </ul> |
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- Undertake any other duties appropriate to the grade and nature of the post as assigned by management.

#### **Professional Knowledge**

- Relevant experience in financial accounting, fixed asset accounting, financial reporting, or a related finance function within a complex organisation.
- Knowledge of accounting principles, internal controls, and financial governance requirements.
- Experience of engaging and collaborating with a range of stakeholders to achieve organisational objectives.
- Experience in fixed asset accounting, capital accounting, or public sector finance would be an advantage.

#### **Technical Knowledge**

- Knowledge of fixed asset accounting principles, including capitalisation, depreciation, asset transfers, disposals, and asset register maintenance, or the ability to acquire knowledge quickly.
- Experience of working with SAP or similar integrated financial management system, managing financial data with a high degree of accuracy.
- Experience in preparing account reconciliations, financial analyses and supporting financial reporting processes.
- Proficiency in Microsoft Excel and Microsoft Office applications, the ability to analyse financial data and prepare reports.
- Ability to perform detailed financial reconciliations, investigate discrepancies and implement correct actions where required.
- Strong analytical and problem- solving skills with the ability to investigate and resolve financial discrepancies
- Excellent attention to detail and commitment to maintaining high levels of data accuracy and integrity
- Ability to communicate technical financial information effectively to finance and non-finance stakeholders.

The above is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to

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|                                                            | the post which may be assigned to them from time to time and to contribute to the development of the post while in office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Eligibility criteria, qualifications and experience</b> | <p><u>Essential Criteria:</u></p> <ul style="list-style-type: none"> <li>• A recognised professional accounting qualification (ACA, ACCA, CIMA, CPA or equivalent) with membership of a recognised professional body.</li> <li>• 4 years relevant experience in financial accounting, financial reporting, reconciliations, or related finance function within a complex organisation.</li> <li>• 3 years' experience preparing and analysing financial information and investigating financial discrepancies.</li> <li>• Experience using SAP or a similar integrated financial management system.</li> <li>• Strong analytical and problem-solving skills with excellent attention to detail and accuracy.</li> <li>• Advanced proficiency in Microsoft Excel and Other Microsoft Office applications.</li> </ul> <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none"> <li>• Fixed asset accounting experience advantageous.</li> <li>• Capital accounting experience.</li> <li>• Experience within the Irish public sector, HSE, or similar statutory body.</li> <li>• SAP Fixed asset experience is an advantage.</li> <li>• Experience supporting internal and external audits.</li> <li>• Knowledge of financial accounting principles, financial controls, and governance requirements.</li> <li>• Demonstrated ability to work independently and as part of a multidisciplinary team.</li> <li>• Have the requisite knowledge and ability (including a high standard of suitability and management ability) for the proper discharge of the duties of the office.</li> </ul> |

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| <p><b>Competition Specific Selection Process</b></p> <p><b>How to Apply &amp; Informal Enquiries</b></p> | <p>Applications for this post <u>must be accompanied by a cover letter</u>, setting out relevant experience that illustrates how the essential criteria listed above is met.</p> <p>The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria.</p> <p><b>* Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter.</b></p> <p>The closing date for submissions of CV's and cover letter is <b>2<sup>nd</sup> September 2026 by 5 pm</b>. Applications must be completed through the advertised post on <b>CHI.jobs</b> by clicking 'Apply for Job'.</p> <p><b>Applications will not be accepted through direct email or any other method.</b></p> <p>For informal enquiries for this specialty/department, please contact Fiona Brady <a href="mailto:Fiona.brady@childrenshealthireland.ie">Fiona.brady@childrenshealthireland.ie</a></p> <p>For other queries relating to this recruitment process, please contact Taurai Machuwe at <a href="mailto:Taurai.machuwe@childrenshealthireland.ie">Taurai.machuwe@childrenshealthireland.ie</a></p> <p><b>PLEASE NOTE:</b></p> <p>CHI has transitioned to a process of a one commencement day per month for all new employees, CHI internal transfers and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the launch of our new corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey.</p> <p><b>It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date.</b></p> <p>Below, you'll find the list of commencement dates for 2026.</p> <ul style="list-style-type: none"> <li>• November 2<sup>nd</sup>, 2026</li> <li>• December 7<sup>th</sup>, 2026</li> <li>• January 4<sup>th</sup>, 2027</li> </ul> |
|                                                                                                          | <p><b>Information on "Non-European Economic Area Applicants" is available from <a href="https://dbe.gov.ie/en/">https://dbe.gov.ie/en/</a></b></p> <p>Children's Health Ireland is legally required to verify that all staff <b>have the right to work in Ireland before they begin employment</b>, regardless of nationality or immigration status. This right-to-work check is also necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the [General Employment Permit \(GEP\)](#) and to the [Critical Skills Employment Permit \(CSEP\)](#). The change is required to be completed as part of pre-employment clearance.

All Permits and Change of Employer applications are processed on the [Employment Permits Online](#).

Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the [Critical Skills Occupational List](#) see if your profession is currently eligible under this route.

**The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.**

**Children's Health Ireland is an equal opportunities employer.**