

St John's Hospital, Limerick

Finance Officer Grade VI
Job Specification & Terms and Conditions

Job Title, Grade	Finance Officer Grade VI Grade Code: 0574
Competition Reference	SJL09/2026/01
Whole Time Equivalent	1 WTE (35) Hours
Closing Date	12 noon, 25 th September 2026
Proposed Interview date(s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage.
Duration of Post	Permanent, Wholetime post
Location of Post/Organisational Area	St. John's Hospital, St. John's Square, Limerick V94H272. Mid-West Region
Informal Enquiries	Donal Collins, Interim Head of Finance Contact details: Tel: 061 462 255 Email: donal.collins@stjohnshospital.ie
Post Specific Information	Details on this campaign can be found at https://www.stjohnshospital.ie/jobs/
Details of Service	Overview of St John's Hospital, Limerick St John's Hospital Limerick is a voluntary acute general hospital founded in 1780 by the Little Company of Mary Sisters. It operates as a Model 2S hospital, funded by the Health Service Executive (HSE), and is a key member of the University of Limerick Hospitals Group. The hospital has a long-established reputation as a teaching institution and serves as an academic partner of the University of Limerick, supporting the education and development of medical, nursing, and allied health professionals. Clinical Services and Patient Care St John's Hospital provides a comprehensive range of inpatient and outpatient services, including: General Medicine General Surgery Urology Gynaecology Endoscopy A key feature of the hospital is its Urgent Care Centre, which incorporates both an Injuries Unit and a Medical Assessment Unit. The hospital is committed to: Delivering high-quality, safe, and patient-centred care

	Ensuring timely and equitable access to services Promoting patient participation and engagement in care Supporting patients and their families through a compassionate care model Innovation and Strategic Development St John's Hospital is a national leader in innovation and service development. It is: An official Irish reference centre for the CMR Versius Surgical Robot The first Model 2 hospital in Ireland to introduce a robotic surgical programme Its 2022–2027 Strategy includes a major capital development: a proposed new inpatient bed block to expand capacity, in partnership with the HSE. Multidisciplinary and Support Services The hospital delivers holistic care through a wide range of specialist and support services, including: Diagnostic radiology and laboratory services Day theatre Consultant outpatient clinics Clinical Nurse Specialists and Advanced Nurse Practitioners Dietetics, Occupational Therapy, Speech and Language Therapy Medical Social Work Physiotherapy Chaplaincy services Research, Education, and Continuous Improvement The hospital fosters a strong culture of innovation and continuous improvement through its Audit, Research and Innovation Committee. It has direct access to the Rapid Innovation Unit within UL Hospitals Group, a Science Foundation-supported initiative that: Utilises 3D printing and engineering solutions Develops patient-centred innovations Enhances bedside care and patient experience St John's Hospital is deeply committed to creating a supportive learning environment, promoting staff development through education, motivation, and continuous professional growth. Capacity and Infrastructure The hospital currently operates: 99 beds in total 89 inpatient beds 10-day care beds Inpatient services focus on General Medicine, General Surgery, and Gynaecology.
Service mission, vision and values	<u>Our Purpose</u> Together we work to enhance the health and wellbeing of all those in our care and inspire those who deliver it every day. <u>Our Vision</u> To be a leading provider of healthcare services where innovation and excellence are at the heart of the patient experience.

	<u>Mission statement</u> Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services. <u>Our Values</u> To listen to each other and seek opportunities to help and support one another. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment. To provide healthcare based on the assessed needs and preferences of our service users, which ensures mutual respect, holistic care and continuous learning and training. To deliver excellence in care through monitoring, evaluating and continually improving our services.
Reporting Arrangements	The post holder will report to the Grade VII Finance Manager/Interim Finance Manager and is accountable to the Head of Finance
Purpose of the post	To support the finance leadership in delivering expert financial advice and decision support service to colleagues to facilitate informed long-term and short-term decision making. • The Finance Officer will support the delivery, implementation, analysis and reporting of the Activity Based Funding project across the hospital to ensure operational management and service delivery targets of the Finance Department are met. • They will assist with the supervision of collection of all data and metrics and analysis and reporting that pertain to the Finance function within the hospital. • They will monitor and continuously improve the internal controls and reporting mechanisms along with actively participating in the implementation of best practice. • They will support the finance team in achieving monthly, quarterly and annual compliance and participate in ongoing Finance Department projects.
Key Responsibilities	The position of Grade VI encompasses both managerial and administrative responsibilities which include the following: The following are the key duties and responsibilities for this role (indicative not exhaustive): • Support the ongoing development of the finance project for Activity Based Funding (ABF) model for St John's Hospital. • Assist in the transition to activity-based funding in the hospital, including monitoring and control of hospital budget, and variance analysis of such budgets. • Work closely with the UHL Group in the development, rollout, collection of data and reporting of ABF. • Maintaining and improving awareness of current policies, agendas and reforms pertaining to ABF.

	• Active involvement in supporting the month end processes and procedures and reporting. • Speciality Costing (SC) - support collating and preparing the annual SC files for submission to Hospital Pricing Office (HPO). • Patient Level Costing (PLC) – Participate in implementation and development of patient level costing across hospitals in the group. • Active involvement in monitoring cashflow and cash acceleration requests. • Monitor and support Payroll and Pension Department and take corrective actions to ensure monthly on time compliance of processing, payments and reporting • Work closely with UHL Group and HSE in the rollout of IFMS. • Assist with the monthly preparation of the IMR for the HSE. • Processing of financial transactions to agreed deadlines with associated monitoring, analysis and reporting of same. • Analyse data and provide actionable insights and reports to the Finance Management Team. • Liaise with internal clinical functions and non-clinical functions such as HIPE, Payroll, Procurement, Human Resources and Finance to extract and analyse data. • Compile, monitor and report mandatory training compliance monthly and quarterly to the Finance Management Team • Undertake analysis and ad-hoc financial performance reporting for specific improvement programs /areas of concern. • Support the Finance Management team in the production of regular reports of the hospital's financial progress (including year-end forecasts) that are timely, relevant, accurate and meaningful to: 1. The Finance Department and Executive Management Team 2. Budget holders and/or Department/Service Managers 3. External bodies e.g. HSE • Assist the Finance Management Team in the design and delivery of annual Cost Improvement Programmes. • Assist the Finance Management Team in the design and delivery of Departmental Budgets and review and reporting of variances. • Assist the Finance Management Team with the external and internal audit functions and address any weaknesses as may be identified. • Developing and maintaining a comprehensive knowledge of data sources, analytical and reporting tools. • Prioritising competing workload demands from internal and external stakeholders to meet pre-determined targets and timeframes. • Demonstrate leadership and sound judgment in managing allocated assignments. • Awareness of Data Integrity, Process Standardisation, System of Internal Financial Controls, Financial Regulations and Corporate Governance at local and national • Promote and participate in the implementation of change. • Embrace change and adapt local work practices accordingly by finding practical ways to make policies work. • Participate in project assignments as may arise from time to time. • Utilise technology to enable automation of existing processes to ensure work is completed efficiently and to the highest standards possible.
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	• Any other appropriate duties as may be determined by the senior management. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. Confidentiality In the course of employment, the person appointed may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required. The above Job Specification 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 the post which may be assigned to them from time to time and to contribute to the development of the post while in office. Flexibility is required when dealing with new/emerging situations and emergencies. This job description indicates the main responsibilities and duties of the post and is subject to review and amendment to reflect the changing needs of the hospital service. The extent and speed of change in the delivery of health care is such that adaptability is essential. The incumbent will be required to establish, maintain, enhance and develop their professional knowledge, skills and aptitudes in order to respond to a developing service situation.
Eligibility Criteria Qualifications and/or experience	Education, Experience Requirements etc: (a) Each candidate must, at the latest date for receipt of completed applications for the post possess: (i) Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004 Or (ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination. Or (iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction

Or

- (iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).

Note1: Candidates must achieve a pass in Ordinary or Higher-level papers. A pass in a foundation level paper is not acceptable. Candidates must have achieved these grades on the Leaving Certificate Established programme or the Leaving Certificate Vocational programme. The Leaving Certification Applied Programme does not fulfil the eligibility criteria.

- (b) Candidates must possess the requisite knowledge and ability, including a high standard of suitability and ability, for the proper discharge of the office.

Desirable:

- a) Qualified or Part Qualified in professional accounting exams e.g. CIMA, ACCA, ACA
- b) Experience working with the HSE Activity Based Funding (ABF) model
- c) Experience working in the Public Sector or a Hospital environment
- d) A strong record of achievement in a financial analysis/reporting role within a large organisation
- e) Experience of costing, budgeting systems, preparation of monthly management accounts and variance analysis.
- f) Possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the office.

Age

The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.

Public Servants not affected by this legislation:

Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.

Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.

4. Garda Vetting

Applicants who do not comply with the Hospitals requirements in this regard will be excluded from the competition.

5. Health

Candidates 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.

6. Character

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

Post Specific Requirements	Demonstrates extensive experience in the following areas • Experienced and proficient in the use of Microsoft Office suite of applications including advanced competency in Excel, and working with or using ERP systems and translating that usage into the production of management information and reports, as relevant to the role.- • Have a strong working knowledge of the SAP Finance System or other similar ERP system. • Significant experience of working in a busy finance department which has included experience of journal entries and reconciling monthly accounts. • Demonstrate experience of working collaboratively and in a professional manner with multiple internal and external stakeholders. • Demonstrate experience of managing and delivering multiple concurrent pieces of work and active involvement in Finance Department projects. • Demonstrate a proven ability to prioritise tasks and meet deadlines. • Demonstrate experience in the analysis of data and preparation of reports and graphs.
Essential Skills, competencies and/or knowledge	Professional Knowledge & Experience • Experience in rollout of finance department projects and production of monthly management accounts within strict deadlines. • Experience in reconciling and reporting on financial activity. • Have experience in internal financial control systems promoting accurate reporting, segregation of duties, and operational effectiveness and efficiency • Highly proficient in the Microsoft Office suite, including MS Word and Excel • Have significant experience of finance systems, including working with or using ERP systems and translating that usage into the production of management information and reports, as relevant to the role. • Demonstrate the ability to work in line with relevant policies and procedures. • Demonstrate commitment to developing own professional knowledge and expertise. Planning and Organising • Demonstrate excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results. • Demonstrate the ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapid changing environment. • Demonstrate the ability to work to tight deadlines and operate effectively with multiple competing priorities. • The ability to take responsibility and be accountable for the delivery of agreed objectives. • A logical and pragmatic approach to workload, delivering the best possible results with the resources available. Evaluating Information, Problem Solving & Decision Making • Display excellent analytical skills to enable analysis, interpretation of data and data extraction from multiple data sources. • The ability to gather and analyse information from relevant sources, weighing up a range of critical factors to develop solutions and make decisions as appropriate. • Demonstrate the ability to grasp and understand complex issues and the impact on service delivery. • Recognises when it is appropriate to refer decisions to a higher level of management.

	• Demonstrate initiative in the resolution of complex issues / problem solving and proactively develop new proposals and recommend solutions. • Ability to make sound decisions with a well-reasoned rationale and to stand by these as appropriate. Building and Maintaining Relationships including Teamwork • Demonstrate the ability to work on own initiative as well as part of a team, promoting a positive team spirit. • Demonstrate the ability to interact in a professional manner with other finance staff, business budget holders and other key stakeholders from clinical and non-clinical backgrounds. • Works as part of the team to establish a shared sense of purpose and unity. • Demonstrate flexibility and adaptability. • Demonstrate commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood. • Have experience in team management and development. <u>Communication and Interpersonal Skills</u> • Excellent communication and interpersonal skills including the ability to present information in a clear, concise and confident manner both verbally and written. • The ability to influence people and events and the ability to build and maintain relationships with a variety of stakeholders to assist in performing the role. • Commitment to regular two-way communication across functions and levels, ensuring that messages are clearly understood. • Strong ICT skills including MS Office suite and outlook.
Other requirements specific to the post	Flexible to changing needs. Willingness to progress own professional development.
Competition Specific Selection Process Short listing / Interview	Applications should be submitted by completing the St. John's Hospital's online digital application form. Online application forms and full particulars relating to the post are available on St. John's Hospital website. Details on this campaign can be found at https://www.stjohnshospital.ie/jobs/ Application Process Applications must be completed on-line please use the following link https://www.stjohnshospital.ie/jobs/ and apply via the <u>Apply Now</u> tab Completed applications must be completed online no later than 12 noon 25th September 2026 An official application form must be completed in full by the closing date for the competition.

	Ranking/Shortlisting/Interview A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Code of Practice	St John's Hospital will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.
The reform programme outlined for the health services may impact on this role and as structures change the job description may be reviewed. This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. It 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 the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.	

Finance Officer Grade VI

Terms and Conditions of Employment

Tenure	The appointment is whole-time, permanent and pensionable. Wholetime is 35 hours per week A panel may be created from which permanent vacancies of whole-time duration may be filled during the life of the panel. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004.
Remuneration	The salary scale for the post (as at 01/06/2026) Grade Code (0574) is: €58,477, €59,871, €61,573, € 64,767, €66,677, €69,056, €71,441, LSIs New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies
Working Week	The standard working week applying to the post is: 35 hours. These hours will be worked over a 5 day over 7-day rota. Flexibility on hours of attendance in consideration of service needs is required. HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).
Annual Leave	The annual leave associated with the post will be confirmed at contracting stage in line with HSE policy
Terms of Employment	All persons employed will be required to sign a contract of employment, which will set out the terms and conditions of the employment. A job description will form part of the contract documentation.

Superannuation	All pensionable staff become members of the pension scheme
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <i>* Public Servants not affected by this legislation:</i> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26-week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Employment will be probationary for the first six months, during which time the Department Head will carry out periodic probation assessment reviews. The appointee will cease to hold office at the end of or during the probationary period unless during such period the Hospital has certified that their service is satisfactory.
Termination of Employment	Two months' notice in writing, on either side, except in circumstances where the Hospital authority is of the opinion that the holder of the office has failed to perform satisfactorily the duties of his/her office or has misconducted himself/herself in relation to such office or is otherwise unfit to hold office. The mandatory retirement age for new entrant staff in employment in the public service after 1st January 2013 is 70 years of age. All other appointees in accordance with the HR Circular 029/2018 who have not already reached their retirement age before 26th December 2018 will have the choice to work beyond the age of 65 to age 70 if they so choose.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities. For further information, guidance and resources please visit: HSE Children First webpage.
Infection Control	During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St John's Hospital's quality system to ensure the safety and wellbeing of its patients and staff and plays a role in the prevention and control of healthcare associated infection.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site-Specific Safety Statement (SSSS).

	Key responsibilities include: Developing a SSSS for the department/service, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. Consulting and communicating with staff and safety representatives on OSH matters. Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures. Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.
Mandatory Training and Health and Safety at Work Act	The post holder is obliged to fulfil mandatory training requirements in line with this post. All staff must comply with all Hospital Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (2005), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
GDPR	The post holder is obliged to adhere to General Data Protection Regulations 2018. All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Hospital's Confidentiality Policy. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with FOI and GDPR 2018. Hospital policies and procedures at all times. Details of the Hospital's policies are available on the intranet.
Children First Act	Schedule 2 of the Children First Act 2015 Specifies that this post falls under the classes of persons as "Mandated Persons" for the purpose of the Act. As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child is being harmed, is being harmed, or is at risk of being harmed. It is a requirement of this post that you complete the HSE Land training in relation to Children First and any other training the Hospital deems appropriate in this regard.
Place of residence	The person appointed will be required to reside within a reasonable distance of the Hospital.
Proficiency in the English Language	Fluency in the English language is a requirement of this role. Proficiency in spoken English is assessed during the interview process.