

CANDIDATE INFORMATION BOOKLET
PLEASE READ CAREFULLY
The Pensions Authority is an equal opportunities employer

Assistant Principal – Finance and Corporate Governance
The Pensions Authority

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| Title: | Assistant Principal – Finance and Corporate Governance |
| Employer: | The Pensions Authority |
| Salary: | €80,668 |
| Level: | Assistant Principal (Standard Scale) |
| Posts: | One permanent post The Authority may establish an Assistant Principal - Finance and Corporate Governance panel as part of this recruitment process from which any future permanent or temporary Assistant Principal - Finance and Corporate Governance posts which arise during the life of the panel may be filled. |
| Tenure: | Permanent (subject to satisfactory completion of probation) |
| Location: | Verschoyle House, 28-30 Lower Mount Street, Dublin 2 The Pensions Authority currently operates a hybrid work model (HWM). Our HWM policy currently requires employees to attend the office for a minimum of two days per week. Please note the Authority's HWM is subject to change in line with Government guidelines and the Authority's business needs. |
| Email: | careers@pensionsauthority.ie |
| Closing date: | 12:00 noon on Wednesday 23 April 2025 |

The Pensions Authority

The Pensions Authority is a statutory body established under the Pensions Act 1990. The Authority supervises compliance with the Pensions Act by scheme trustees, personal retirement saving account (PRSA) providers, registered administrators and employers. Additionally, the Authority is responsible for advising the Minister for Social Protection on pension matters generally.

Further information about the Authority and [the work we do](http://www.pensionsauthority.ie) can be found on our website www.pensionsauthority.ie

Working at the Pensions Authority

The Authority is an equal opportunities employer. Our employees come from varied professional backgrounds in both the private and public sector and include actuaries, lawyers, accountants, regulatory specialists, data analysts, qualified financial advisors, pension administrators, investment managers, customer service support, and software and hardware engineers.

A career in the Authority will give you a unique opportunity to work in pensions regulation and to develop your potential while contributing to the Authority's vision of achieving a pensions landscape which encourages pensions savings by being secure, well managed and understandable. Further information on working in the Authority can be accessed [here](#).

Day-to-day work of the Authority

The day-to-day work of the Authority is carried out by our 100 employees working together in the following Units:

- Supervision and Enforcement which includes Master Trust Supervision, Defined Benefit Supervision and Defined Contribution Supervision.
- Policy.
- Legal.
- IT and Data.
- Strategy and Change Management.
- Operations.

Further information about the work of each Unit can be found on our website in the [organisational structure](#) section.

The Operations Unit

The Operations Unit is responsible for:

- communications and delivering the Authority's information to scheme members, trustees, employers, the pensions industry, the general public and the media;
- dealing with all initial information enquiries from scheme members, trustees, employers, the pensions industry and the general public;
- budgeting, financial management and controls;
- human resources, risk management, procurement and facilities management; and
- overseeing corporate governance and associated policies and processes.

The role of Assistant Principal - Finance and Corporate Governance

The Assistant Principal of Finance and Corporate Governance will report to the Head of Operations and will be responsible for effective management of finance and corporate governance in the Authority. The main duties and responsibilities of this role include but are not limited to the following:

- Responsibility for the management, control and oversight of all aspects of the Authority's finance function including preparation of the Authority's quarterly and annual management accounts, and management information reports.
- Leading on the implementation of the annual work plan of the Finance team including accounts payable, payroll, financial reporting, cashflow management, budgeting, external audit, internal audit plan, and tracking progress on the implementation of audit recommendations, liaising with all relevant stakeholders.
- Contributing to the delivery of the Authority's strategic objectives through the effective management of corporate governance while maintaining an internal control environment which adheres to generally accepted accounting procedures and relevant codes of practice and financial governance.
- Managing compliance with all statutory reporting requirements and the delivery of accurate, timely finance and governance reporting to support the work of the Authority.
- Supporting the Risk Officer for the Authority and taking responsibility for managing all administrative functions regarding the risk management process.

- Providing secretariat support to the Audit and Risk Committee and other support as required.
- Managing the performance of outsourced providers where relevant.
- Liaising with the Head of Operations on finance and corporate governance matters and provide advice on relevant matters as they arise.
- Leading and developing the team to perform to a high standard including the allocation of resources to deliver on key priorities, monitoring responsibilities, reprioritising as necessary to ensure efficient delivery of services and best practice with performance management development system (PMDS).
- Any other duties as may be assigned from time to time.

The above is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive and is subject to review.

Essential skills, experience and qualifications

Suitable candidates must have or be able to demonstrate:

- a minimum of five years' experience of working at a senior level in a public sector or commercial organisation ideally in a finance or governance role;
- a relevant third level qualification;
- comprehensive knowledge of public or private sector financial procedures and accounting methods and of contemporary management accounting techniques and principles;
- knowledge and experience of financial accounting and reporting software systems coupled with high proficiency in the Microsoft Office suite;
- knowledge and experience of risk management and the implementation of internal controls;
- self-starter capabilities, working on his/her own initiative, with strong multitasking ability and a flexible and results-focused approach;
- good planning and organisational skills with the ability to prioritise tasks effectively in a dynamic and pressurised environment;

- excellent leadership skills with proven ability to lead, motivate, coach and develop staff to deliver high-quality output within tight timeframes;
- a commitment to teamwork and leading change and a demonstrated ability to manage resources effectively;
- excellent oral and written communication skills, including report writing and presentation skills;
- excellent judgement, problem-solving, analytical and decision-making skills with excellent attention to detail;
- the ability to self-evaluate learning needs and to actively seek learning opportunities; and
- strong skills in building productive working relationships and the ability to foster strong links with a range of internal and external stakeholders.

Desirable skills, experience and qualifications

- A professional accountancy qualification and membership of a recognised accountancy body;
- knowledge of public sector procurement; and
- knowledge of the Code of Practice for the Governance of State Bodies (2016).

The successful candidate must be interested in further developing their pensions knowledge. The successful candidate may be required to complete training courses during their probationary period.

Application process

Interested candidates must submit the application form provided, demonstrating how they meet the requirements of this position to careers@pensionsauthority.ie.

Applications must be marked in the subject heading as 'Assistant Principal Finance and Corporate Governance – your name'. Failure to do so may result in your application being deemed ineligible.

Applicants must demonstrate in the application form that they possess the qualities, skills and knowledge required for the role as identified in the 'Essential skills, experience and qualifications' and 'Desirable skills, experience and qualifications' sections above and the Pensions Authority's competency framework for Assistant Principal grade (set out in

Appendix 1).

When completing the application form, please refer to the competencies in Appendix 1 and consider the requirements of the role as set out above. For each competency, please provide specific examples illustrating how you have displayed the relevant competency during your career to date, in order to clearly demonstrate your suitability for this position.

Your answer must highlight all elements of the STAR competency framework – which is outlined below:

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| Situation | Present a challenging situation you found yourself in |
| Task | What did you need to achieve from the situation? |
| Action | What action did you personally take to achieve this? |
| Result | What was the result of your action? |

Closing date

The closing date and time for receipt of applications is **12:00 noon on Wednesday 23 April 2025.**

We acknowledge receipt of all applications. If you do not receive an acknowledgment of receipt of your application, please contact careers@pensionsauthority.ie immediately, but no later than three days after the closing date.

It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any correspondence will be through the email address/mobile phone number originally supplied by you.

It is the Authority's policy that applications will not be accepted after the closing time.

Note:

If you are an EU/EEA/UK national, you will be asked to show proof of right to work in Ireland. If you are a non-EU/EEA/UK national, you will require a current and valid work visa for the Republic of Ireland. Remote working outside of the territory and jurisdiction of Ireland will not be facilitated except for employees residing in Northern Ireland.

Please note the Pensions Authority cannot provide employer sponsorship for employment permit purposes.

Selection process

Candidates may be shortlisted on the basis of the information provided in their application form. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications and experience meet the requirements of the post.

The selection process may include:

- a competitive initial/preliminary interview; and/or
- one or more rounds of technical tasks, tests or exercises to be completed by the candidate; and/or
- a competitive final interview(s); and/or
- a presentation by the candidate.

Notification to attend interview will be provided at least one week in advance. Candidates will be required to attend interviews at their own expense. It is not possible to alter the allocated interview date or time. **Candidates who do not attend for interview when and where required or fail to confirm their attendance for interview if requested, will have no claim for further consideration and their candidature will be deemed to be withdrawn.**

If you require special facilities at the interview location (e.g., wheelchair access, sign interpreter, Braille etc.), please contact careers@pensionsauthority.ie.

Candidates must produce satisfactory documentary evidence of all qualifications claimed by them, on request. Failure to produce such documentary evidence when requested may lead to disqualification from the competition and/or termination of contract. Therefore, it is advised that you have this documentation available to you when making your application.

Any candidate who supplies false or misleading information in their application will be disqualified.

We will endeavour to keep candidates informed of the progress of their application at the earliest possible date.

Candidates should note that canvassing will result in disqualification from the recruitment process.

Career development

Through our continuous learning and development programme, we provide employees with the opportunity to develop the skills and knowledge required to efficiently and effectively carry out their roles to serve the public interest. The Authority is committed to investing in the expertise of our employees so they can progress their careers in our organisation and beyond.

Each Unit works collaboratively and plays an important role in delivering the Authority's objectives. In the delivery of our objectives, there are various cross-Unit projects and business as usual activities underway at any one time in a variety of areas such as supervision; compliance and enforcement activity; data management and analysis; policy development; providing legal and technical advice; IT systems development; HR; finance; procurement and communications. Employees have the opportunity to input into and influence how the Authority does its work. These activities enable employees to gain an array of experiences from across the organisation.

Benefits of working at the Pensions Authority

Our modern city centre office, located on Lower Mount Street, Dublin 2, is easily accessible by DART, Luas and many bus routes. While employees are contracted to work in our Dublin 2 office, employees can currently avail of our hybrid working arrangement. Our hybrid working policy currently requires employees to attend the office for a minimum of two days per week. This is subject to change in line with Government guidelines and the business needs of the Authority. All employees must work from the territory and jurisdiction of Ireland while working remotely with the Authority.

Below are just some of the benefits that the Authority has to offer:

- Public sector pay rates, pension benefits and annual leave entitlements.
- Dynamic and interactive work environment.
- Career progression opportunities.
- Personal development opportunities through employer-sponsored academic education, paid study leave and extensive in-house training and development programmes.
- Flexible working hours and the potential to accrue flexi leave for those operating at CO, EO and HEO grades.
- Tax saver tickets, Cycle to Work Scheme and bike storage onsite.
- Wellbeing initiatives: lunch and learn sessions on popular topics, mindfulness classes, mental health awareness talks, provision of fresh fruit daily, health initiatives, employee networking initiatives, confidential employee assistance programme.

- An active and inclusive social committee hosting varied activities.

General conditions of employment

Pay

Entry will be at the minimum (first point) of the Assistant Principal (Standard) Scale, which is €80,668 for persons appointed on or after 6 April 1995. The salary scale for the position, as per [Circular 06/2025](#) is as follows:

For persons appointed to the public service after 6 April 1995:

€80,668 €83,639 €86,651 €89,672 €92,690 €94,431 €97,474 ^(LSI-1), €100,530 ^(LSI-2)

Long service increments may be payable after three (LSI-1) and six (LSI-2) years' satisfactory service at the maximum of the scale.

Increments are normally awarded annually subject to satisfactory performance; however, payment of increments and/or the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Tenure

In the event of appointment to a permanent or temporary position with the Authority the appointee must serve a probationary period, which normally will last for nine months. If at anytime during this period, it appears that the appointee would not be suitable for final appointment the probation will be terminated.

Panel

As part of this recruitment process, the Authority may establish a panel of successful candidates in order of merit. Any panel created will expire after a designated period from its establishment (usually nine months), or when it has been exhausted, whichever is sooner. The Authority may decide that only a certain number of candidates will be placed on any such panel. Qualification and placement on a panel is **not** a guarantee of appointment to a position. Candidates not appointed at the expiry of the panel will have no claim to a position thereafter because of having been on the panel.

More detailed information regarding establishment of a panel (if any), duration of any such panel and placement on the panel will be provided to successful candidates.

If you are placed on a panel, and are subsequently offered an assignment, you must be available to take up the post as offered. Vacancies may need to be filled with immediate effect; therefore, if you are not contactable, the Authority will immediately move on to the

next available candidate. Candidates who wish to be considered for positions which may arise must be available for the full duration of the contract offered. Extended holiday plans during this period may affect your possible assignment.

Hours of attendance

Hours of attendance will be fixed from time to time but will amount, on average, to not less than 43 hours and 15 minutes gross or 35 hours net per week. Normal working hours are from 9.00am to 5.00pm Monday to Friday, including lunch. The successful candidate 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. Please note that hours of attendance may be subject to change from time to time in line with Government/local policy and practices.

Annual leave

The annual leave allowance for the position of Assistant Principal is 30 working days per year. This allowance is subject to the usual conditions regarding the granting of annual leave in the Civil Service, is based on a five-day week and is exclusive of the usual public holidays.

Business travel

When absent from home and headquarters on duty, appropriate travelling expenses and subsistence allowances will be paid subject to the normal Civil Service regulations.

Pension entitlements

The successful candidate will be offered the appropriate pension terms and conditions as prevailing in the Authority at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Candidates will be notified of which scheme will apply to them, at the time of being offered an appointment.

The Single Scheme, as provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, came into effect on 1 January 2013. From that date onwards, new public servants will be members of the Single Scheme, which will provide CPI-linked defined-benefit pensions based on career-average pay. The Scheme's minimum pension age will be linked to the State Pension age 66. Retirement for most members

will be compulsory on reaching age 70. For further information in relation to the Single Public Service Pension Scheme for Public Servants please see: <http://www.per.gov.ie/pensions>.

Pension accrual

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

Note:

Candidates should note that different pay and conditions may apply if, prior to appointment with the Authority, the appointee is/was a serving civil or public servant.

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.

Privacy Statement

Information provided on applications submitted to the Pensions Authority will be processed in line with our Privacy Statement. Please click here to review the Pensions Authority's [Privacy Statement](#)

Appendix 1 Assistant Principal Officer competencies

| Competency | Typical behavioural indicators |
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| Team leadership | <ul style="list-style-type: none"> • Inspires, and motivates his/her team to build and sustain high levels of performance and achievement and addresses performance issues as they arise. • Clearly defines objectives, goals and metrics for team members explaining how their work contributes to the achievement of the organisation's strategy, delegating effectively encouraging ownership and responsibility for tasks. • Empowers others through ongoing feedback, coaching and creating opportunities for skills development. • Promotes a culture which values and supports collaboration and teamwork within and across units; supporting other units to meet their objectives at every opportunity. |
| Judgement, analysis and decision making | <ul style="list-style-type: none"> • Understands complex issues quickly and is able to deal with multiple information sources at once. • Researches issues thoroughly; consults and communicates appropriately across the organisation before taking decisions that may have an organisation wide impact. • Shows good judgment and makes timely, well-reasoned and evidence-based decisions. • Considers the wider implications of decisions on a range of stakeholders. • Takes a firm position on issues s/he considers important. • Capable of defending and representing the views of the Authority both internally and externally |
| Delivery of results | <ul style="list-style-type: none"> • Effectively delegates and manages multiple projects ensuring they are delivered on time and to a high standard. • Plans and prioritises work, and resource allocation in terms of importance and timescales. • Oversees progress against targets set and keeps abreast of internal and external issues which may require reprioritisation or review of objectives. • Ensures that controls and performance measures are in place to deliver efficient and effective high value services. • Maintains awareness of sectoral developments and effectively prepares |

| Competency | Typical behavioural indicators |
|--|---|
| | <p>for anticipated changes.</p> <ul style="list-style-type: none"> • Identifies potential improvements in current methodologies/work practices and seeks to exploit opportunities for greater effectiveness and efficiency in planning and achieving the unit's objectives. • Actively contributes to the development of clear and realistic unit and organisational work objectives to deliver the organisational strategy. |
| Building relationships and communication skills | <ul style="list-style-type: none"> • Presents information, both verbally and in writing, in a clear, comprehensive, logical and reasoned manner. • Encourages the views and ideas of others through active listening, including encouraging team members to bring forward new ideas and initiatives to improve how work is performed. |
| Influence and impact | <ul style="list-style-type: none"> • Challenges ideas and proposed changes constructively in the best interest of the long-term future of the Authority. • Produces papers and presentations on professional/technical or specialised aspects of the role and is recognised as an expert in by colleagues and stakeholders in his/her own field/area. • Engages effectively, with a range of stakeholders, including regulated entities and members of the public. • Proactively engages with colleagues at all levels of the organisation and builds strong professional networks. • Develops and maintains a network of contacts to facilitate problem solving or information sharing. |
| Specialist knowledge, skills expertise and self-development | <ul style="list-style-type: none"> • Has a breadth and depth of knowledge of the operation of pension schemes, PRSAs, regulatory priorities and best practice regulatory methodology and applies this. • Is aware of and keeps up to date on key organisational, government, sectoral and national policies and economic, political and social trends that affect the unit. • Maintains a strong focus on self-development, seeking ongoing feedback and opportunities for growth of management and technical skills. |