

NEW OPPORTUNITY

# Executive Accountant

SDCC is an equal opportunities employer.  
Canvassing will automatically disqualify.

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## Opportunity starts here

Come to SDCC to do your greatest work. We're forward-thinking and focused on diversity, inclusion and community. As an equal opportunities employer, we're opening the doors to new careers, creating flexible ways of working and putting people at the heart of everything we do.

We're the people responsible for local government in South Dublin County. Aside from the exciting range of opportunities to make a real difference in your community, SDCC is a great place to work. Working with us will give you the opportunity to gain experience at the heart of local government and to develop your career in a diverse work environment.

At SDCC we provide plenty of opportunity for career progression with structured training, personal development, coaching and mentoring. We offer flexible working including blended working arrangements and a positive work environment. Read our accompanying *Employee Value Proposition* to find out more.

Welcome to a team that's making a difference – powered by people like you.

### Applications

Applications will only be accepted through SDCC's e-Recruitment system **before midnight on Thursday, 20<sup>th</sup> November 2025.**

### The Role

This position is a senior position with dual a reporting function to the relevant Director of Services and Director of Finance. The successful candidate will be responsible for the co-ordination, preparation, monitoring, modelling, analysing and reporting on significant revenue and capital expenditure budgets, budgetary control, debtor management, assist in the completion of the annual financial statement, operation of the organisations financial management system and support strategic and operational planning. They will also be an integral part of the wider organisation financial discipline and will be working with multidisciplinary teams. It would suit an ambitious, qualified accountant with a range of experience dealing with multidisciplinary teams and with experience in managing and motivating staff.

The office is wholetime, permanent and pensionable. A panel will be formed to fill permanent and temporary vacancies. Persons employed will be required to work in any location within the South Dublin administrative area.

### Salary

€60,011 - €61,480 - €63,194 - €64,914 - €66,634 - €68,170 - €69,745-  
€71,269 - €72,790 - €75,395 (1st LS1) - €78,015 (2nd LSI).

### Hours of Work

The successful candidates' normal hours of work will be 35 hours per week. SDCC reserves the right to alter your hours of work from time to time.

### Annual Leave

Annual leave entitlement for this position is 30 days.

## Qualifications

### Character

Candidates will be of good character.

### Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### Essential Education, Training and Experience

Each candidate must, on the latest date for receipt of completed application forms:

- 1) a) have obtained at least Grade D ( or a pass), in Higher or Ordinary Level in five subjects (or four subjects if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and / or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, **and**  
(b) have obtained at least Grade C (or Honours) in higher level (or Honours) papers in three subjects in that examination (or two subjects if Irish and / or one of the following is included: Mathematics, Accounting, Business Organisation or Economics),

**or**

Have obtained a comparable standard in an equivalent examination,

**or**

Hold a third level qualification of at least degree standard

- 2) Possess a professional accountancy qualification and be a member of a recognised body of accountants.
- 3) Have not less than two years satisfactory experience of accountancy work, including management accounting and / or financial accounting.
- 4) Be experienced in the management of staff.

- 5) Possess a knowledge of public sector finance.
- 6) Have an excellent working knowledge of integrated Financial Management Systems and Microsoft Office; knowledge of the Agresso FMS would be desirable but not essential.
- 7) Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

### Desirable Education, Training and Experience

1. Highly developed oral and written communication skills, including negotiation, report writing, and presentation skills.
2. A high degree of analytical, conceptual, and problem-solving skills.
3. Highly developed relationship management and interpersonal skills and a capacity to promote co-operation, trust, and openness amongst staff and customers.
4. Ability to determine priorities and organise workloads in order to produce quality output within tight timeframes.
5. Proven ability to work under pressure and think laterally in dealing with a wide range of issues.
6. Ability to effectively manage risk, procurement, and resources.
7. Ability to effectively manage a team of employees, including undertaking performance management processes.
8. Extensive experience in leading, developing and implementing financial and resource allocation strategies.
9. Knowledge of accounting methods, procedures, processes and contemporary management accounting techniques and principles.
10. Experience in the identification of critical / significant financial issues and briefing management of same.
11. Excellent working knowledge of integrated financial management systems, Microsoft software, and other relevant software packages.

### Key Competencies / Skills

- Management and change
- Delivering results
- Performance through People
- Personal effectiveness

- Local government knowledge and understanding

Candidates are requested to give an example of a situation which highlights the behaviour, skills and attitude that underpin effective performance in these areas and which demonstrates their suitability to meet the challenges of this role.

Candidates should ensure the example used clearly demonstrates their ability in this area and that the scale and scope of the example given is appropriate to the post and level of the post.

### Duties

Duties will include but are not limited to:

1. Responsibility for the management of a number of sections within the assigned Department and responsibility for the day-to-day operations of these sections.
2. Assisting in the planning, scheduling and preparing the Annual Financial Statement.
3. Making sure that the Council adheres to currently accepted accounting standards and relevant codes of practice.
4. Develop the accounting and finance skills of staff involved in financial activities throughout the Council and provide financial advice and assistance to all departments.
5. Liaise with internal and external auditors. Provide information to Auditors during the course of their audits as required.
6. Assisting in the planning, compilation and preparation of Local Authority revenue and capital budgets.
7. Assist in the preparation of monthly / quarterly revenue and capital financial reports, monitoring and review of same, identification of variances and recommendations for corrective actions if required.
8. Monitoring and collection of outstanding debtors on a monthly basis to reduce impact of same on the organisations cashflow.
9. Assist in the preparation, implementation and on-going review of the local authority's finance plans including management of capital budgets.
10. Financial planning and analysis including ad-hoc financial analysis and modelling.
11. Assist in the introduction of reporting structures and systems in line with new requirements of legislation, circulars, value for money reports and so on.

12. Provide financial advice and assistance to all departments to support the achievement of the corporate objectives and support devolved budgeting structures.
13. Promote and assist the implementation of good practice in: Risk Management; Procurement; Value for Money; Shared Services; Efficiency and Effectiveness.
14. Dissemination of taxation knowledge and monitor and implement internal controls to make sure that the local authority is tax compliant.
15. Monitor and implement / improve internal controls and checks to ensure good financial control, safeguarding of assets of the local authority.
16. Making sure the rapid, timely and accurate preparation of financial and management reports through the use of automated systems.
17. Manage and develop the team of staff in the Finance function to ensure the highest standards of proficiency and work with a variety of non-finance teams.
18. Other duties and responsibilities as may be assigned from time to time.

These duties are indicative rather than exhaustive and are carried out under general guidance.

[Why work in Local Government?](#)