



**The Competition and Consumer Protection
Commission (CCPC).**

Candidate Information Booklet

Job Title: Head of Finance
Grade: Professional Accountant Grade I (PA1)
Closing date: 3.00pm, Friday, 2nd May 2025



General Information:

Job Title:	Head of Finance
Grade:	Professional Accountant Grade I (PA1)
Starting Salary:	<u>*€84,937</u> *Point of entry on this salary scale may differ from the minimum point of the scale if the successful candidate is a current public or civil servant.
Employing Authority:	Competition and Consumer Protection Commission (CCPC)
Office Location:	Bloom House, Railway Street, Dublin 1, D01 C576
Working Hours:	35 hours per week
Hybrid / Agile / Remote Working:	<p>You will be required to attend the office at least 40% of your time and can avail of remote working up to 60% of your time, this is subject to business requirements.</p> <p>The CCPC generally operates on a fully remote basis during the month of August and fully remote over the Christmas period. This arrangement is subject to business requirements.</p>
Closing Date:	3.00pm, Friday, 2nd May 2025
Annual Leave:	30 days per annum.
Tenure:	Wholetime, Permanent

The Competition and Consumer Protection Commission (CCPC):

The Competition and Consumer Protection Commission (“CCPC”) is the statutory body responsible for enforcing competition and consumer protection law in Ireland. The CCPC’s broad mandate, covering all sectors of the economy, gives it a vital role in ensuring that markets work better for consumers.

We are governed by an Executive Chairperson and three Commission Members (“the Commission”). The Commission is responsible for the strategic and operational management of the organisation to deliver on our mission and meet our regulatory objectives.

Each Division of the CCPC is overseen by a Member of the Commission, led by a Divisional Director and managed by a senior management team from within the Division. We are staffed with people from a wide range of technical backgrounds, including economists, lawyers, digital forensic specialists, investigators, communications professionals and more.

You can read our [strategy statement](#) which outlines the vision, mission, values and goals of the CCPC. Further information on the work of the CCPC to be found at www.ccpc.ie.

Equal Opportunities

The CCPC is an equal opportunities employer. We are committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where everyone has equal access to opportunity and feels comfortable and confident to be themselves at work. Reasonable Accommodations will be provided, if required, during this process. To discuss and request reasonable accommodations in confidence please contact ccpccareers@cpl.ie

Division Overview

The Finance Unit sits within the Corporate Services Division (CSD) of the CCPC. It is not only crucial to the operation of CSD, but it is key to supporting the wider functions of the CCPC, providing strategic and operational financial support and advice to all Divisions of the CCPC to achieve the statutory goals and responsibilities of the organisation. The Finance Unit has responsibility for budget, payments, accounting and audit functions, insurance, collection of levies it imposes, management of EU grant funding, authorisation of credit intermediaries and licensing of pawnbrokers.

The Role:

The CCPC is seeking to recruit a Head of Finance to work closely with the Commission and all Divisions, ensuring that there is strong oversight of the budget throughout the year, including accurate forecasting, and ensuring that payment and finance processes are robustly adhered to.

The Head of Finance provides expert advice and support to senior management in all issues relating to finance, builds strong working relationships with CCPC colleagues at all levels within the organisation and key external partners. The Head of Finance occupies a senior role and is responsible for the maintenance, development and management of the Unit and works closely with the Deputy Director, Director of Corporate Services and Commission on feeding into the overall strategy and direction of the Division.

This position offers a fulfilling and responsible role in a vibrant working environment and provides an excellent opportunity to make a significant contribution and work closely with the Commission to support the delivery of the goals of a dynamic organisation.

The Successful Candidate:

The successful candidate will support the Commission on budget estimates and oversight, preparation of financial reports, including expenditure reporting and annual financial statements, and governance and internal controls, with a view to supporting delivery of key strategic and operational objectives. They will be required to demonstrate a comprehensive understanding of financial management, audit and governance with a high level of analytical, interpersonal and influencing skills and the ability to draft reports.

We want to hear from you if you have:

- A track record of managing budgets and implementing financial controls
- Strong interpersonal and communication skills
- Management experience in a finance environment

In addition to the immediate appointment from this campaign, an order of merit may be established. This may be used to fill any future vacancies at the same level within this or other Divisions of the CCPC where roles have similar responsibilities and/or similar skills are required.

Key Responsibilities:

- Lead and manage the Finance Unit, including providing guidance through learning and development of the team, ensuring a strong focus on results;
- Act as primary liaison with the Department of Enterprise, Trade & Employment on the Budget Estimates and Oversight process and monitor actual expenditure against profiles on a regular basis;
- Maintain financial accounts in accordance with the Code of Practice for the Governance of State Bodies 20161, and the requirements of the Office of the Comptroller and Auditor General (C&AG)
- Engage with other areas as required, such as, payroll, procurement and internal audit functions.
- Manage and oversee the CCPC's outsourced financial service provider and financial systems in the provision of operational and transactional financial administration and accounts;
- Oversee the preparation and presentation of relevant financial reports/analysis to the Commission and the CCPC's Audit and Risk Committee (ARC), including monthly management reports, quarterly ARC financial reports, budget forecasts and end of year accounts;
- Conduct a regular audit of the unit's operational procedures and systems, ensuring they meet best practice and standards;
- Manage the CCPC's banking arrangements, including the opening of accounts and administration of online banking facilities;
- Oversee compliance with the Prompt Payment of Accounts Act, 1997;
- Manage the insurance of the CCPC;
- Manage the annual C&AG audit and the internal audit of CCPC financial controls;
- Collate a range of data and use it to calculate individual levies on firms, record levy payments made by firms, deal with their appeals and queries and draft levy regulations;
- Support compliance with the requirements of EU grant funding for the European Consumer Centre Ireland (ECCI);
- Oversee the Credit Intermediaries and Pawnbrokers function of the CCPC;
- Manage the CCPC Travel Policy, oversee the booking of foreign travel and the processing of travel and subsistence claims;
- Maintenance of the CCPC's Fixed Asset Register in order to ensure that the relevant information is available for the annual financial accounts;
- Contribute to the development and achievement of the strategic goals of the CCPC generally, and divisional objectives in particular, by participating in cross-divisional projects as required and progressing potential strategic projects including:
 - reviewing the approach to the CCPC Levy on Financial Service Providers
 - implementing a new Levy to support the CCPC's responsibilities under the Digital Services Act (DSA)
 - reviewing the approach to ensuring compliance with Credit Intermediaries and Pawnbrokers legislation

Essential:

- Full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory Authority (IAASA).
- Minimum 4 year's relevant post-qualification accountancy/finance/audit experience.
- Minimum 3 years' experience leading and managing teams with responsibility for finance .
- A knowledge of accrual accounting or the ability to quickly acquire same.
- Excellent communication skills, verbal & written with;
- Demonstrable experience of building and effectively managing a wide range of internal and external relationships.
- A track record in the provision of high-quality written reports including the ability to summarise financial issues and present information logically.
- Demonstrable experience of working under pressure, to tight deadlines, requiring analytical skills and sound judgement.
- Excellent skills in the planning and organisation of work.
- Excellent IT skills, including experience with Financial Management Systems, and knowledge of Microsoft Word and Excel.

Desirable:

- Experience of audits, including maintaining files in preparation for an audit.
- Experience of managing or carrying out verification checks on EU funding in public sector.
- Knowledge of public sector finance.
- Experience in managing the automation of manual tasks and procedures in a financial environment.
- Proven record of robust risk management.
- Previous experience in SAGE
- Previous experience of managing projects.

Application Process:

To apply for this role using the link on the CCPC [careers page](#), please submit an up-to-date CV (maximum two pages) and a cover letter which demonstrates how your skills and experience are directly relevant to the role, particularly the essential requirements.. Applicants should note that canvassing will result in your exclusion from the process.

Shortlisting:

Shortlisting of candidates will be based on the information provided in their application. In order to satisfy the shortlisting panel, you need to clearly highlight within your application how your skills and experience meet the essential criteria. If this is not clearly displayed, it may prevent your application progressing to the shortlisting stage.

Interview Process:

There will be two interviews for this role that are likely to take place at the end of May. During the first-round interview, the CCPC will conduct competency style interviews based on the Assistant Principal Officer (AP) [competencies](#) below:

- 1) Leadership
- 2) Analysis and Decision Making
- 3) Management and Delivery of Results
- 4) Interpersonal and Communication Skills
- 5) Specialist Knowledge, Expertise and Self Development
- 6) Drive and Commitment

Full details of these competencies can be found on the [CCPC careers page](#) under FAQ.

The second-round interview will involve an assessment using practical methods such as presentation skills, writing assignments or role play.

To find out more about what it is like to work in the CCPC, FAQ's, terms and conditions and the benefits on offer, please visit our [CCPC careers page](#)