Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

Executive Accountant

Closing date for receipt of completed application forms is 4.00 p.m. on the 12th November 2026

Kildare County Council is committed to a policy of equal opportunity.

Comhairle Contae Chill Dara
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Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Enterprise & Economic Development
- Community
- Planning
- Cultural & Recreational Services
- Infrastructure
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

This is an opportunity to gain employment in the role of Executive Accountant with Kildare County Council.

The Position & Role

The Executive Accountant is a senior role in the Finance Department reporting to the Financial Management Accountant and the Director of Finance. The role will entail engagement with all areas within the Finance Department as well as the wider organisation and external stakeholders.

The successful candidate will be responsible for modernising and managing change in the Finance Function. They will be responsible for introduction of new initiatives, policies and procedures and working with multidisciplinary teams.

Duties and Responsibilities

The duties of the post of the Executive Accountant include, but are not limited to:

- Assist in the management and control of the day-to-day operations of the finance department;
- Ensure a proficient, well trained and competent team of staff are in place within the local finance unit and ensure that staff development and training are provided, along with relevant procedure manuals, for continuity of knowledge, understanding and skills.
- Assisting in the preparation of the Annual Financial Statements;
- Assisting in the planning and preparation of Local Authority Budgets;

- Liaising with internal and external stakeholders including but not limited to; Auditors, Department of Housing and Local Government etc
- Ensuring that the Council adheres to currently accepted accounting standards and relevant codes of practice;
- Operation and development of the Council's accounts payable and accounts receivable/debt management & Credit Control functions;
- Monitoring and implementing/improving internal controls and checks to ensure good financial control, safeguarding of assets etc;
- Ensuring the rapid, timely and accurate preparation of financial and management reports through the use of automated systems;
- Financial planning and analysis including ad-hoc financial analysis and modeling;
- Introduction of reporting structures and systems in line with new requirements of legislation/ circulars / value for money reports;
- Providing financial advice and assistance to internal departments to support the achievement of the Corporate Objectives and support devolved budgeting structures;
- Ensuring the adequacy of financial systems in the Council and, in particular, their support by adequate information systems;
- Implementing changes in existing financial systems as required;
- Attendance at court to give evidence as and when required;
- Promoting and assisting the implementation of good practice in: Risk Management; Procurement; Value for Money; Shared Services; Efficiency and Effectiveness;
- Cash flow management, Treasury & Loan reporting and management;
- Other duties and responsibilities as may be assigned from time to time.

The duties shall be such as may be assigned to the employee from time to time by the Local Authority and shall include the duty of deputising for other employees of the Local Authority, when required, and such duties as may be assigned to them in relation to any other area of the Local Authority.

The Competition

The purpose of this recruitment campaign is to form a panel for Kildare County Council from which Executive Accountant Grade may be filled as vacancies arise.

The Candidate

It is desirable that candidates demonstrate through their application form and at the interview that he/she:

- Highly developed oral and written communication skills, including negotiation, report writing and presentation skills;
- Extensive experience of analysis, conceptual thinking and problem solving in Finance and Business Management;
- Highly developed relationship management and interpersonal skills and a capacity to promote co-operation, trust and openness amongst staff and customers;
- Ability to determine priorities and organise workloads in order to produce quality output within tight timeframes;
- A proven ability to work under pressure and think laterally in dealing with a wide range of issues;
- Ability to effectively manage risk, procurement and resources;
- Ability to effectively manage a team of employees, including undertaking performance management processes;
- Extensive experience in leading, developing and implementing financial and resource allocation strategies that support Strategic Corporate objectives;
- Knowledge of accounting methods, procedures, processes and contemporary management accounting techniques and principles;
- Experience in the identification of critical financial issues and of briefing senior management of same;
- Excellent working knowledge of integrated financial management systems, Microsoft software, and other relevant software packages
- Dissemination of taxation knowledge and monitor and implement internal controls to ensure the local authority is tax compliant.

Candidates, if successful, will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.
- Are fully competent, capable and available to undertake the duties attached to the position.

Qualifications and Requirements of the Post

Character:

Each candidate must 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.

Education, Training and Experience etc.:

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

a) Possess a professional accountancy qualification and be a member of a recognised body of accountants (CAI, ACCA, CIMA, CPA Ireland, CIPFA)* and;
b) Have a minimum of 2 years satisfactory experience of accountancy work, including management accounting and/or financial accounting, and;
c) Possess knowledge of public sector finance, and;
d) Have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and management of staff, and;
e) Have an excellent working knowledge of integrated Financial Management Systems and Microsoft Office; knowledge of the Agresso FMS would be desirable but not essential.

Please supply copies of any certificates, diplomas or degrees you may have with the application form.

*** Non Irish Qualifications must be accompanied by a determination from Quality and Qualifications Ireland (QQI) to establish their comparability against the Irish National Framework of Qualifications, overseas qualifications must also be accompanied by a translation document.**

Driving Licence

Applicants must at the date of application hold a full valid Irish /EU licence, for Class B vehicles, or a licence acceptable to NDLS for transfer to full Irish licence, (Link below). They must be a competent driver and, shall drive a car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the local authority. The council must be indemnified on their insurance.

https://www.ndls.ie/help/faq.html#exchange-of-foreign-driving-licences

Competencies for the post of Executive Accountant

Key Competencies for the post include the following and candidates will be expected to demonstrate sufficient evidence within their application form of competence under each of these. Please take particular note to these when completing the application form as any short-listing or interview processes will be based on the information provided by the candidates:

Management and Change	**Bringing about Change** Develop and initiates change management programs to meet end objectives. Influences others and fosters commitment to change. **Networking and Representing** Develops and maintains positive and beneficial relationships with a range of stakeholders. Build networks of technical and professional contacts.
Performance Management	**Leading and Motivating** Motivating and developing other team members to deliver high quality work and customer focused outcomes. Leads by example in terms of commitment, flexibility and a strong customer service ethos. **Managing Performance** Effectively manages performance. Empowers people to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability. **Communicating Effectively** Has highly effective verbal and written communication skills. Presents ideas clearly and effectively.
Delivering Results	**Problem Solving and Decision Making** Pinpoints critical information and addresses issues logically. Act decisively and makes timely, informed and effective decisions. **Operational Planning** Develops operational and team plans having regard to corporate priorities, operational objectives and available resources. **Managing Resources** Manages the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. **Delivering Quality Outcomes** Establishes high quality service and customer care standards. Allocate resources effectively to deliver on operational plans.

Personal Effectiveness	**Relevant Knowledge** Demonstrates the required specialist knowledge, understanding and training for the role. **Resilience and Personal Well Being** Maintains a positive, constructive and enthusiastic attitude to their role in the face of difficulties and obstacles. **Integrity** Behaves in an honest, trustworthy and respectful manner and is transparent, fair and consistent in dealing with others. **Personal Motivation, Initiative and Achievement** Takes initiative and is motivated to take on new challenges or responsibilities.
Knowledge, Experience and Skills	Knowledge and understanding of the structure, functions and key challenges of local government. Understanding and possessing the experience and skills required for the role of Executive Accountant.

Particulars of Employment

The Post
The post is permanent (i.e., 35 hours per week).

Location
Kildare County Council reserves the right to assign the successful candidates to any premises in use by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

Commencement
Kildare County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

Working Hours
The current working hours are 35 hours per week, Monday to Friday. Kildare County Council reserves the right to alter the hours of work from time to time in line with Government Circulars.

Kildare County Council also has a flexi time system in operation, details of which are available from the Human Resources Section. You may be required to work overtime on various occasions.

All hours worked are subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997, and the Organisation of Working Time Regulations, 2001. Kildare County Council requires employees to record their hours using a Clocking system.

Reporting Arrangements
The Executive Accountant will report directly to the Financial Management Accountant or to any other employee of Kildare County Council such as the Director of Finance or Chief Executive or any other appropriate employee that may be designated for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Probationary Period of Employment

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;

b) such period shall be twelve months, but the Chief Executive may, at their discretion, extend such period;

c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;

d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;

e) there will be assessments during the probationary period.

Remuneration

€61,217 – €62,716 – €64,464 – €66,219 – €67,973 – €69,541 – €71,146 – €72,702– €74,253 – €76,910 (LSI1) – €79,583 (LSI2)

On appointment successful candidates will be placed on the first point of the salary scale. Appointment to a higher point of the salary scale may apply to candidates employed elsewhere in the public service, subject to verification of service history.

Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be "new entrants" as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for "new entrants" to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants

returning to the public service after a break of more than 26 weeks:

- Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.
- Compulsory retirement age will be 70.

Annual Leave

Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. The current leave entitlement for this post is 30 days.

The Chief Executive of Kildare County Council retains autonomy regarding office closures, (e.g., Christmas Office Closure), any days arising from such closure will be reserved from the employee's annual leave entitlement. Proposed office closure days will be reviewed and advised to all employees each year.

Residence

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

Outside Employment

The position is permanent, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Code Of Conduct/Organisation Policies

Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

Training

Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Health and Safety Regulations

Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any member of the staff of the County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Important Notice

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.

Communications

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing **jobs@kildarecoco.ie**. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at **Click Here**

Before You Proceed

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out inthis booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

Shortlisting

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

Kildare County Council reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition.
Shortlisting will be completed on the basis of information supplied on the application

form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form. The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

Interview Stage

Interview Process

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Candidates will be assessed at the interview under five main competencies.

1. **Management and Change**
2. **Performance Management**
3. **Delivering Results**
4. **Personal Effectiveness**
5. **Knowledge, Experience and Skills**

A list of these competencies and key indicators are included on pages 6 and 7.

Candidates must achieve a minimum 50% of the total marks available in each of the competencies outlined above at interview in order to meet the qualifying standard.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

Feedback
Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

Deeming of candidature to be withdrawn
Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Pre-Employment Checks
Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

Confidentiality
Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

Citizenship

Critical Skills Occupations
Candidates must, by the date of submission of application form, have a Critical Skills Employment Permit (Stamp 4). Candidates should ensure that the post they are applying for is included in the Critical Skills Occupation list.

Non Critical Skills Occupations
Candidates must, by the date of submission of application form, be:

(a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
(b) A citizen of the United Kingdom (UK); or
(c) A citizen of Switzerland pursuant to the agreement between the EU and
(d) Switzerland on the free movement of persons; or
(e) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
(f) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
(g) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

During the recruitment process, should you wish to make a formal request for reasonable accommodations, please note that the local authority may request relevant medical or psychological reports to assist in determining whether the provision of such accommodations is applicable.