



Title: Financial Analyst
Employer: The Approved Housing Bodies Regulatory Authority
Salary: €55,090 (Entry Level)
Level: Senior Staff Officer (Grade 6) (Standard Scale)
Location: Dublin City Centre (Blended Working)
Closing date: 27 September 2024 at 12 noon

AHBRA BACKGROUND

The Approved Housing Bodies Regulatory Authority, otherwise known as AHBRA, was established in February 2021 to oversee the effective governance, financial management and performance of all voluntary and co-operative housing bodies, in accordance with the legal framework set out in the Housing (Regulation of Approved Housing Bodies) Act 2019 (the Act).

AHBRA is tasked with providing the regulation of Approved Housing Bodies (AHBs) for the purpose of supporting stronger governance and the financial viability of the AHB sector, with a particular focus on safeguarding the significant public investment being made in the delivery of social housing by AHBs.

AHBRA aims to provide assurances to investors, tenants, the government and to the AHB sector itself that social housing providers operate in a well-regulated and stable environment.

JOB SPECIFICATION

AHBRA seeks a Financial Analyst to join its team and will hold a competition for the appointment of a person to this position. The post is based in our offices in Dublin 2. AHBRA operates a Blended Working Policy.

Reporting to a Regulatory Manager, as Financial Analyst, you will be able to contribute to a wide range of work with AHBs including assessing financial statements and forecasts, financial viability, financial risks, obtaining assurance in the areas of financial management, financial reporting, financial risk, debt and treasury. You will work with a Regulatory Team to deliver on the AHBRA assessment programme with particular focus on financial compliance for a range of AHBs.

This role provides an opportunity for significant growth for individuals wishing to expand their knowledge, skills and expertise.

KEY DUTIES & RESPONSIBILITIES

The duties and responsibilities of the successful candidate will include:

- Analysis, assessment, reporting and presentation on key financial, performance, data and information.



- Performance of regulatory assessments, including financial analysis and evaluation of evidence submitted, and reporting of findings and recommendations.
- Evaluation and analysis of AHBs financial viability, forecasting and alignment to strategy, business plans, financial risk and stress testing, as appropriate.
- Management and delivery of financial reviews, consolidation and trend analysis, including financial risks, treasury and debt management.
- Reporting, analysis and consolidation of key financial data on the AHB Sector.
- Performance of quality assurance reviews regarding assessments and compliance programmes.
- Development of reports and presentations including quarterly reports, as appropriate.
- Management of stakeholder relationships, including participation in meetings with AHBs.
- Development of supporting guidance and advice for AHBs, as appropriate.
- Delivery of information and learnings to the AHB sector
- Development and implementation of policy and procedures.
- Any other duties as directed from time to time.

ELIGIBILITY CRITERIA

Candidates must meet the following essential requirements prior to their appointment:

- Significant experience in a financial, regulatory or compliance environment with a strong focus on financial analysis and/or management
- Demonstrable experience of working with complex financial data
- Membership of a recognised or prescribed accountancy body or appropriate finance related qualifications

Candidates must have unconditional authorisation to live and work in Ireland.



DESIRABLE CRITERIA

- Degree (Level 8 of NFQ) or equivalent experience in a relevant field such as accounting, financial analysis, governance, compliance or audit
- Analytical skills with ability to interrogate data and management information to identify patterns, draw out key themes and findings to support decisions
- Demonstrable relevant experience relating to financial management, budgeting, analysis, compliance, financial ratios and financial risk management
- Excellent written and verbal communication skills and experience of communicating financial information to both financial and non-financial experts.

KEY COMPETENCIES FOR EFFECTIVE PERFORMANCE AT THIS GRADE

Applicants must demonstrate, by reference to specific achievements in their career to date, that they possess the following qualities, skills and knowledge required for the role of Financial Analyst

Interpersonal & Communication Skills

Excellent communication skills with the ability to develop and maintain good working relationships and communicate effectively with a wide range of audiences including the ability to influence others to action.

Teamwork

Contributes to the development of operational plans and leads the development of team plans fostering a collaborative team-working environment.

Delivery of Results

Able to plan and prioritise work effectively while proactively identifying areas for improvement and developing practical suggestions for their implementation

Analysis and Decision Making

Able to assess information regarding a problem, analyse the information and propose a solution.

Specialist Knowledge

A high level of competency and experience in the area of finance and compliance.

PAY SCALE

Senior Staff Officer Scale (Personal Pension Contribution) as of 1 June 2024

€55,090 – €56,405 – €58,006 – €61,019 – €62,819 – LSI1 €65,055 – LSI2 €67,304



Important Note

New entrants will be appointed on the first point of the scale in line with government policy. Different terms and conditions may apply if immediately before appointment, the successful candidate is a currently serving civil/public servant.

Eligibility to compete

Eligible candidates must be:

- a) A citizen of the European Economic Area. 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 Switzerland on the free movement of persons; or
- d) A non-EEA citizen who has a stamp 4 visa: or
- e) 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
- f) 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 Switzerland and has a stamp 4 visa

BLENDED WORKING

AHBRA is committed to excellence in the delivery of our broad range of services and to the quality of our customer service. In this context, AHBRA have implemented a blended working policy while maintaining our commitment to the delivery of the highest standard of services. All employees are entitled to apply for blended working.

HOURS OF ATTENDANCE

The standard business hours for AHBRA are 9am to 5pm, Monday to Friday.

ANNUAL LEAVE

The annual leave for this role is 23 days, increasing over time depending on service. This is based on a five-day week and is exclusive of statutory public holidays.

Reckoning of Prior Service in the Civil Service on Appointment or Promotion to a New Post. Serving officers appointed or promoted to a new post may retain their existing annual leave allowance if it is greater than the allowance which would otherwise apply. This is subject, however, to the maximum allowance applicable to the new post not being exceeded



OTHER BENEFITS OF WORKING FOR AHBRA

- A permanent pensionable position
- Flexible working hours within defined limits
- Annual leave of 23 days increasing over time depending on service.
- A public sector salary with incremental pay progression (Grade 6 scale)
- Hybrid working environment with flexible working hours.
- Personal development opportunities through employer sponsored academic education, paid study leave and in-house training and development programmes
- Dynamic and interactive work environment
- Career progression opportunities
- Facilitation of Tax Saver travel tickets and Bike to Work Scheme
- Bike parking onsite
- Modern city centre office, located near Merrion Square, Dublin 2, which is easily accessible by DART, and many bus routes

SUPERANNUATION, RETIREMENT & PRIOR PUBLIC SERVANTS

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

Retirement Age: will be determined in accordance with the relevant government departmental circulars.

THE SELECTION PROCESS

How to Apply

Complete the application form in full and submit via the online application portal [Approved Housing Bodies Regulatory Authority \(ahbrajobs.com\)](https://ahbrajobs.com) by **27 September 2024 at 12 noon.**

AHBRA's recruitment and application programme is supported by Sigmar Ltd. Canvassing by or on behalf of the applicant will automatically disqualify. Any queries should be directed to ahbrajobs@sigmar.ie.

The Selection Process may include the following

- Aptitude testing
- Technical Knowledge or skills-based exercise
- Shortlisting of candidates based on the information contained in their application form



- Initial/preliminary interview
- Presentation or other exercises
- A final competitive interview
- Any other tests or exercises that may be deemed appropriate

In addition, a successful candidate must be passed medically fit to take up the appointment.

AHBRA will conduct a short-listing process. This process will select a number of candidates for interview who, based on an examination of the application forms appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application form, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

If a person to whom an offer is made, declines, or having accepted the position relinquishes it, or if any additional vacancy arises, AHBRA may, at its discretion, consider applicants from this process for appointment to any other comparative vacancy within a twelve-month period.

AHBRA is committed to a policy of equal opportunity.

CLOSING DATE

Your application must be submitted via the online application portal [Approved Housing Bodies Regulatory Authority \(ahbrajobs.com\)](https://ahbrajobs.com) by **27 September 2024 at 12 noon**

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact ahbrajobs@sigmar.ie.

Campaign updates will be issued to your registered email address as entered on the online application portal.

You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.

DATA PROTECTION ACTS, 1988, 2003 AND 2018

Sigmar Recruitment Ltd., in their capacity as Data Processor provide recruitment services on behalf of The Approved Housing Bodies Regulatory Authority (AHBRA), Data Controller. Sigmar create a record in your name, which contains personal information you have supplied. This record is used solely to consider and assess your



candidature, and should you be successful, your personal data will be forwarded to AHBRA. Personal data processed is subject to the rights and obligations set out in the Data Protection Acts 1988-2013 and the General Data Protection Regulation (GDPR). Under the GDPR, data subjects whose data is processed by AHBRA are entitled to exercise certain rights against their personal data. You may request to exercise any of these rights, free of charge by contacting the DPO at dpo@ahbregulator.ie. For further information on how the AHBRA process personal data, please see our Privacy Statement: <https://www.ahbregulator.ie/legal-compliance/privacy-statement/>

For more information on how Sigmar process your personal data, please review the Privacy Statement: <https://www.sigmarrecruitment.com/privacy-statement>.

If you are dissatisfied with the handling of a Data Protection request you make with AHBRA, or you believe AHBRA is falling short of its data protection obligations, please contact the AHBRA DPO.

Please note you also have the right to lodge a complaint with the Data Protection Commissioner: <https://forms.dataprotection.ie/contact>.