Application Form

Position Applied For**: Executive Officer** – **Finance Team**

Candidates must clearly outline on their application form how their qualifications and experience meet each competency to ensure equality of opportunity for all applicants:

Notes for Applicants:

1. Please complete each section of the form in no smaller than size 10 font.
2. All sections of this form should be completed in full. Curriculum Vitae will not be reviewed either as a substitute or in addition to this form.
3. Applications should only be submitted by email to [careers@piab.ie](mailto:careers@piab.ie) with the subject line titled Executive Officer Application.
4. If you have a disability and this precludes you from completing this application form and/or submitting it by the closing date, please contact Human Resources at [careers@piab.ie](mailto:careers@piab.ie) for alternative arrangements and/or reasonable adjustments in advance of the closing date.
5. Please read the candidate information booklet, which provides useful information about the requirements of this post.
6. Responses more than the stated 200-word limit (per section), late or incomplete applications will not be considered.
7. All information will be treated with the strictest confidence.
8. Candidates should note that the information in the application form will play a central part in the short-listing process. The decision to include you on the short-list of candidates going forward to the next stage of the process will be determined based on the information you supply at this stage. The information may be discussed in more depth should you be called for an interview.

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| **Personal Details**  Name:  Email address:  Day Time Contact Number:    Are there any restrictions on your right to work in this country? |

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| **2. Educational Qualifications & Training (Most recent first)** | | |
| **Qualifications / Award** | **Institution** | **Year** |
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Please detail below, in date order (starting with your current role), full particulars of all employment (including any periods of unemployment (between the date of leaving school or college and the present date.)

No period between these dates should be unaccounted for. You may add new records as required.

| **2. EMPLOYMENT HISTORY (Most recent first)** | | | |
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| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date** (Day, Month and Year) |  | **End Date** (Day, Month and Year) |  |
| **Brief Summary  of Role** (Max 200 words – please note only the first 200 words will be considered as part of the application) | The successful candidate will require a minimum of three years relevant experience in working in a Finance Department, please ensure your relevant experience is clearly outlined. | | |
| **Reason for Leaving** |  | | |

| **EMPLOYMENT HISTORY (Most recent first)** | | | |
| --- | --- | --- | --- |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date** (Day, Month and Year) |  | **End Date** (Day, Month and Year) |  |
| **Brief Summary  of Role** (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |
| **EMPLOYMENT HISTORY (Most recent first)** | | | |
| **Employer Name** |  | | |
| **Employer Address** |  | | |
| **Position** |  | | |
| **Start Date** (Day, Month and Year) |  | **End Date** (Day, Month and Year) |  |
| **Brief Summary  of Role** (Max 200 words – please note only the first 200 words will be considered as part of the application) |  | | |

COMPETENCY ASSESSMENT

In the following sections, you are asked to describe some of your personal achievements to date that demonstrate certain skills and abilities which have been identified as necessary for the position of Executive Officer on the Injuries Resolution Board’s Finance Team.

In the spaces below, briefly set out, **in no more than 200** words, what you consider to be a good example of how you demonstrated your ability in each of the areas 1 to 4. Your example should include a brief description of the nature of the task/problem, which demonstrated the skill required and the outcome, you should not use theoretical examples or definitions.

Please try not to use the same example to illustrate your answer repeatedly.

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| 1**) Delivery of Results**  The successful candidate will have:   * Knowledge of financial deadlines that are to be adhered to in the Public and Civil Service * Understanding of managing customer accounts / credit control * Demonstrate knowledge and understanding of proper accounting treatment for accounting transactions and activities * Knowledge of Prompt payment Legislation * Have well-developed analytic and problem solving skills   In the space provided below please detail your experience of the following areas   * Posting of daily debtor receipts * Debt Management * Reconciling fees received electronically * Bad debt procedures * Month end processes including furnishing month end reports   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 2) Teamwork  The successful Candidate will join a small and busy team of five people. The successful candidate will demonstrate an ability to work co-operatively and collaboratively within that Team and across the Injuries Resolution Board will positively contribute to achieving Injuries Resolution Board’s goals in a respectful manner.  The successful candidate will be required to demonstrate a team-oriented approach to all work, and to display diplomacy and courtesy when interacting with others.  In the space below, please give an example of a situation which demonstrates this competency e.g. how you have shared information, knowledge and expertise to help the team to meet its objectives  Max 200 words |
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| 3) Information Management and Processing  The successful candidate will be required to manage their workload in a thorough and organised manner. They will have experience in the practical application of  Financial deadlines that are to be adhered to in the Public and Civil Service, knowledge of Prompt payments legislation. They will have experience in running debtor reports and experience with assisting with Audits.  In the space below, please give an example(s) which demonstrates your practical knowledge and strength in this area.  Max 200 words |
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| 4) Interpersonal and Communication Skills  Effective communication is the ability to actively listen to understand and to communicate with others in a manner that conveys the key messages and is appropriate to the audience. Effective communication will lead to the high quality and accessible service of the Board.  The successful candidate will have responsibility for dealing effectively, professionally with claim related practitioners and other teams/Departments within the Board in a courteous and engaging manner. The Executive Officer in Finance will contribute to financial reports and gather information from other teams and areas in the Board they will continuously show an ability to effectively communicate, both verbally and in writing, with individuals and groups.  Using a specific example please detail a situation which demonstrates you possess these skills.  Max 200 words |
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5) Please provide below a short (i.e. no more than 200 words) cover letter/personal statement outlining why you wish to be considered for the post of Executive Officer on our Finance Team where you believe your technical skills and experience meet the requirements as outlined in the job description for the position.

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I hereby declare that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as, experience, absence rates, qualifications and character and for the release by other people or organisations of such information as may be necessary to the Injuries Resolution Board for that purpose. This may include enquiries to past/present employers. The submission of this application is taken as consent to this.

Please ensure that you have completed the full application form providing details on each of the four sections and a cover note before returning your application.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Injuries Resolution Board are an equal opportunities employer and strive to create a work environment which is equitable, diverse and inclusive. We aim to increase the recruitment and retention of persons with disabilities, supporting employees to feel comfortable sharing their disability status. If you would like to talk about your candidature and any accommodations that may be of benefit during the recruitment process please contact Injuries Resolution Board’s Access Officer Ian Head at ian.head@piab.ie or Injuries Resolution Board’s HR Manager at [riona.hegarty@piab.ie](mailto:riona.hegarty@piab.ie)

Please return this completed application form with the email subject title “Executive Officer” to [careers@piab.ie](mailto:careers@piab.ie) by 4pm on Monday the 13th of May 2024.