



Údarás Sábháilteachta Bia na hÉireann  
Food Safety Authority of Ireland

## **Candidate Information Booklet**

**Please read carefully**

The Food Safety Authority of Ireland (FSAI) is undertaking a competition for the purpose of identifying a suitable candidate for appointment to the position of:

### **Finance Executive**

The Exchange, George's Dock, IFSC, Dublin D01 P2V6

Closing Date for receipt of completed applications: **Midnight, Monday, 25 August 2025**

# Job Description

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<b>TITLE</b>	Finance Executive
<b>REPORTS TO</b>	Finance & Planning Manager, or other designated person

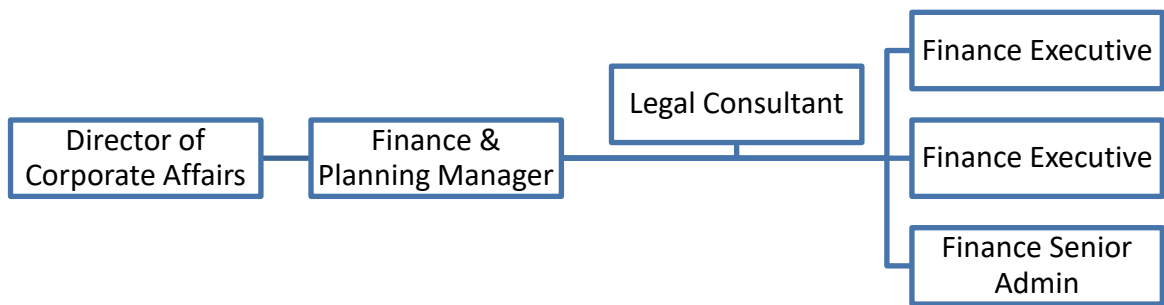
**JOB PURPOSE**

The Food Safety Authority of Ireland (FSAI) is a statutory, independent and science-based agency, dedicated to protecting consumer interests in the area of food safety and hygiene by raising compliance through partnership, science and food law enforcement.

**JOB PURPOSE**

The Finance department sits within the Corporate Affairs (CA) section of the FSAI. It is not only crucial to the operation of CA, but it is key to supporting the wider functions of the FSAI, providing strategic and operational financial support and advice to the different business units of the FSAI to achieve the statutory goals and responsibilities of the organisation. The Finance Unit has responsibility for the effective delivery of financial management services including budgeting, financial reporting, payroll oversight, and compliance with public financial procedures.

The current Finance Department structure is as follows:



The Finance Executive works closely with all functional areas, providing expert advice and support to management on issues relating to Finance, building strong working relationships with colleagues at all levels within the organisation and key external partners. The Finance Executive is responsible for the maintenance and development of specific systems within the Finance Department and works with the Finance & Planning Manager on feeding into the overall strategy and direction of the Department.

This position offers a fulfilling and responsible role in a busy and challenging environment dealing with interesting and varied issues. It provides an excellent opportunity to make a significant contribution to the delivery of finance functions in a dynamic organisation with a wide range of responsibilities.

Due to the broad range of issues dealt with by the FSAI's Finance department, you will be required to prioritise work, meet deadlines and work to agreed performance targets.

## KEY ACCOUNTABILITIES

Ensure compliance in the finance area in relation to the 2016 Code of Practice for the Governance of State Bodies.

- Lead the day-to-day operations of the payroll function, ensuring timely and accurate processing of salaries and pensions.
- Maintain and operate the payroll system ensuring alignment with internal controls and financial regulations.
- Ensure compliance with all statutory obligations (e.g. PAYE, PRSI, USC, pension deductions) and liaise with Revenue and other relevant agencies (e.g. Department of Health, Department of Public Expenditure, Infrastructure, Public Sector Reform and Digitisation).
- Support the Finance & Planning Manager in the preparation and updating of the FSAI's financial business plans and detailed project budgets.
- Maintain and improve a strong internal control environment, through ensuring the proper operation, control and execution of processes and procedures in relation to all transactions and identifying improvements as necessary.
- Prepare and submit monthly returns and reports (e.g. P30, PSWT, pension contributions, third-party deductions).
- Support the production of management accounts on a monthly basis.
- Support internal and external audits as required.
- Contribute to the FSAI's budgetary and financial forecast process as required.
- Provide expert payroll advice and support to HR, Finance, and Line Management.
- Manage and maintain fixed assets register of the organisation.
- Processing of staff travel and subsistence claims.
- Engage effectively with internal and external stakeholders on financial matters.
- Planning, resource and managing development/implementation of financial systems.
- Undertake any other duties and responsibilities of a similar level which may be required in the FSAI and participate in relevant cross divisional projects when the need arises.

## REQUIRED KNOWLEDGE AND EXPERIENCE

### Essential:

- At a minimum a third level degree in the area of finance or related field and/ or at least 2 years' work experience directly involved in the area of Finance.
- At least 2 years of experience in a payroll function.
- Proven ability to work under pressure, to tight deadlines, working efficiently in balancing multiple priorities with competing deadlines, whilst maintaining stakeholder relationships.
- Excellent IT skills and knowledge of Microsoft Office products. The standard business software in the FSAI is Microsoft Windows 10 Enterprise and Microsoft Office 365
- Previous experience in SAGE 200c.
- Previous experience with Europay.
- Excellent communication skills, verbal & written, with demonstrable experience of building and effectively managing a wide range of internal and external relationships
- Excellent analytical and problem-solving skills, with the ability to understand information quickly and to identify potential for improvement and develop clear, informed proposals.

### Desirable:

- Additional technical qualification in the area of finance, regulation or compliance.
- Previous relevant experience in the Public Sector.
- Previous experience with Sicon WAP Web Authorisation modules (purchase to pay).
- Understanding of gender pay gap analysis and reporting.

## **REQUIRED COMPETENCIES**

### **Team Leadership**

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
- Provides clear information and advice as to what is required of the team
- Strives to develop and implement new ways of working effectively to meet objectives
- Leads the team by example, coaching and supporting individuals as required
- Places high importance on staff development, training and maximising skills & capacity of team
- Is flexible and willing to adapt, positively contributing to the implementation of change

### **Judgment, Analysis and Decision Making**

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
- Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Uses judgement to make sound decisions with a well reasoned rationale and stands by these
- Puts forward solutions to address problems

### **Management and Delivery of Results**

- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Structures and organises their own and others work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Delegates work effectively, providing clear information and evidence as to what is required
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/ processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers

### **Interpersonal and Communication Skills**

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Acts as an effective link between staff and senior management
- Encourages open and constructive discussions around work issues
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
- Presents information clearly, concisely and confidently when speaking and in writing
- Collaborates and supports colleagues to achieve organisational goal

### **Specialist Knowledge, Expertise and Self Development**

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
- Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
- Focuses on self development, striving to improve performance

### **Drive and Commitment to Public Service Values**

- Strives to perform at a high level, investing significant energy to achieve agreed objectives
- Demonstrates resilience in the face of challenging circumstances and high demands
- Is personally trustworthy and can be relied upon
- Ensures that customers are at the heart of all services provided
- Upholds high standards of honesty, ethics and integrity

*This job description is subject to change from time to time, in line with the FSAI's work requirements.*

### **DIVERSITY, EQUITY, INCLUSION AND BELONGING**

The FSAI is committed to a policy of Equal Opportunities. The FSAI's vision is to be a leader in diversity, equity, inclusion and belonging, (DEI&B) in the Irish public sector. The FSAI and its staff is committed to:

- Treating all people equally and respectfully
- Being equitable and fair by working to attract and develop a diverse workforce and ensuring that individuals feel valued in their workplace.
- Being inclusive and seeking out and learning from multiple perspectives.

### **FSAI STRATEGY AND VALUES**

The FSAI's current strategy sets out our vision, purpose, values, strategic goals and objectives for the period 2025-2029.

#### **Our Vision**

Safe and trustworthy food for everyone

#### **Our Purpose**

As Ireland's independent regulator and the central competent authority for the enforcement of food safety legislation, we will protect consumers' health and interests by:

- Building a culture of food safety
- Improving food safety within a risk analysis framework
- Leading a robust food safety control system
- Continuing to drive organisational excellence

#### **Our Values**

- We develop and inspire people to build a better organisation through **teamwork**
- We act with **integrity** and are honest, open and independent in all we do
- We are **passionate** about protecting consumers
- We act with **respect** and take personal responsibility
- We recognise and value **collaboration** with our partners
- We are **transparent** and open, and we communicate clearly

More information can be found at <https://www.fsai.ie/strategy/>

## **Eligibility to compete and certain restrictions on eligibility**

### **European Economic Area Nationals**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. **To qualify candidates must be citizens of the EEA by the date of any job offer.**

### **Citizenship Requirements**

Eligible candidates must 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 Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who has a Stamp 4 permission or a Stamp 5 permission.

**To qualify, candidates must meet one of the citizenship criteria above by the date of any job offer.**

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

### **Department of Health and Children Circular (7/2010)**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

### **Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)**

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012) for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor).

**Declaration**

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

# Principal Conditions of Service

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## Location

There is a hybrid work model in place with the office location based in The Exchange, George's Dock, IFSC, Dublin D01 P2V6.

## Probation

A probationary period of 12 months applies to this position.

## Pay

*As per the current Government pay policy, the starting pay for this position will be at the minimum point of the payscale for the position (first point on scale).* If you are currently a serving civil or public servant, your entry point to the PayScale may be higher based on your current salary.

The salary scale for this position is as follows:

€43,627 - €46,881 - €50,141 - €53,415 - €56,846 - €60,338 - €63,856 - €67,373 - €71,159

Please note the rate of remuneration may be adjusted from time to time in line with Government pay policy.

## Superannuation

Pensionable public servants (new joiners) recruited on or after 1 January 2013 will be members of the Single Public Service Pension Scheme. The Single Public Service Pension Scheme applies to all pensionable first-time 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. In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply. The legislation giving effect to the Scheme is the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

For those who are not subject to the Single Public Service Pension Scheme (e.g. those transferring from another public service employment where the break in service, if any, is less than 26 weeks), the terms of the Food Safety Authority of Ireland Staff Superannuation Scheme will apply.

## Pension Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act, 2009.

## Annual Leave

Annual leave is 29 days.



# Selection Procedure

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## How to Apply

A completed application form must be submitted no later than **Midnight, Monday 25 August 2025**.

If you would like to complete the application form in Irish, please contact [recruitment@fsai.ie](mailto:recruitment@fsai.ie)

## Selection Process

The Food Safety Authority of Ireland will convene a selection panel to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- Shortlisting of candidates on the basis of the information contained in the application form to reduce the list of candidates to a more manageable number for interview
- A preliminary interview which may include a written exercise or assessment
- A final competitive interview which may also include a presentation
- Any other tests or exercises that may be deemed appropriate

## Note:

The number of applications received for a position generally exceeds that required to fill existing and future vacancies. While a candidate may meet the eligibility requirements of the competition, if the numbers applying are such that it would not be practical to interview everyone, FSAI may decide that a smaller number will be invited to the next stage of the selection process. 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, appear to be better qualified and/or have more relevant experience.

## Interview Dates

The onus is on all applicants who are shortlisted for interview to ensure they are available for interview on the identified date. It may not be possible to facilitate alternative times and dates.

## Queries

Please email [recruitment@fsai.ie](mailto:recruitment@fsai.ie) with any queries.

# General Information

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## Interview Expenses

The Food Safety Authority of Ireland will not be responsible for any expense, including travelling expenses, which applicants may incur in connection with their application for this post.

## Candidates Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- Knowingly or recklessly provide false information
- Canvass any person with or without inducements
- Impersonate a candidate at any stage of the process
- Interfere with or compromise the process in any way

Where a candidate is found guilty of canvassing or in breach of any of the above then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate; or
- Where he/she has been appointed to a post, he/she shall forfeit that appointment

**Deeming of Candidature to be Withdrawn**

Candidates who do not attend for interview when and where required by the Food Safety Authority of Ireland, or who do not, when requested, furnish such evidence as the Food Safety Authority of Ireland require in regard to any matter relevant to their candidature, their application will be considered withdrawn and they will have no further claim for consideration.

**The Importance of Confidentiality**

We would like to assure applicants that protecting confidentiality is our number one priority. Applicants can expect, and we guarantee, that all enquiries, applications and all aspects of the proceedings to the extent that they are managed by the Food Safety Authority of Ireland are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Applicants should note that all application material will be made available to the Food Safety Authority of Ireland.

# Data Protection and the Recruitment Process

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## **Confidentiality**

Candidate confidentiality will be respected at all stages of the recruitment process. All personal information provided on the application documents will be stored securely by the FSAI and will be used solely for the purposes of processing your candidature.

## **Legal compliance**

The FSAI is committed to complying with all relevant legislation over the course of this recruitment campaign. This includes, but is not limited to, the Employment Equality Acts 1998-2015, the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the Freedom of Information Act 2014.

## **Protecting personal data**

Personal data is collected and processed as part of the recruitment process. This section sets out the relevant information under the following headings:

1. Personal data collected
2. Lawful basis for processing personal data
3. How your information may be shared
4. How long your information may be stored
5. Your data protection rights

### **1. Personal data collected**

The FSAI collects personal data from prospective candidates as part of the recruitment process. In meeting its data protection obligations, the FSAI is committed to being accountable and transparent about how it gathers and processes this information.

The General Data Protection Regulation (GDPR) defines 'personal data' as meaning any information relating to an identified or identifiable living individual. It defines types of 'personal data' as being name, address, date of birth, etc. The GDPR also sets out 'special categories of personal data' for more sensitive information which include, for example, data concerning health.

### **2. Lawful basis for processing personal data**

The FSAI processes personal data provided by you in your application documents during the recruitment process on the lawful basis of 'consent'. Your consent is required in order to process any personal data provided in the application for the specific purpose of progressing an application through the recruitment process.

#### *Contractual*

In the case of a successful candidate, personal data provided during the recruitment process may form the basis of the contract of employment.

#### *Legal obligation*

Personal data of prospective candidates and current employees (full-time, part-time, contract and agency) are processed on the basis that they are required for the FSAI's compliance with legislation (e.g., employment legislation).

### **3. How your information may be shared**

Your information may be shared with other parties as part of the recruitment process. Where this occurs, information is shared by necessity and in confidence.

#### **4. How long your information may be stored**

The FSAI has a Data Retention Policy that it applies to all information it stores. This policy is updated on an ongoing basis to keep pace with all relevant legislative changes.

##### *Unsuccessful candidates*

For those individuals who have been unsuccessful in the recruitment process, all information provided to the FSAI will be retained by the FSAI for a period of no more than 12 months. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

##### *Successful candidates*

For those individuals who have been successful in the recruitment process, all information provided to the FSAI will be placed on your employee file. It will be retained during the course of your employment with the organisation and for an appropriate period thereafter. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

#### **5. Your data protection rights**

You have rights in relation to the personal data collected, processed and stored by the FSAI. Further information is available on our website under the heading 'Data Protection and Access Requests.' That section outlines what your data protection rights are and how to make a Data Subject Access Request to the FSAI.

##### **Further information**

If you have any questions or would like to make a Data Subject Access Request, you may contact the Data Protection Officer (DPO) at the FSAI. The contact details are as follows:

By post	Data Protection Officer Food Safety Authority of Ireland The Exchange George's Dock IFSC D01 P2V6
By email	DPO@fsai.ie