

Role Profile

Title	Capital and Projects Reporting Accountant
Function	Finance
Department	Finance Department
Location	Dublin Bus, Head Office
Reports to	Head of Capital and Project Reporting

Role and purpose

- Assist the Head of Capital and Project Reporting in the management and review of all National Transport Authority (NTA) financial requirements in relation to capital projects, revenue and commercial projects.
- Assist the Head of Capital / Projects with financial control requirements (including Third Party works) covering budgetary control, financial planning and financial forecast management.
- Continuously monitor the effectiveness of the financial control measures and update the same for continuous improvement purposes.
- Comply with all relevant Data Protection legislation
- Comply with all Quality, Environmental, Energy, Sustainability, Health and Safety policies and procedures
- Foster good relationships with employees and relevant personnel in own area of responsibility, with Trade Unions, other departments of Dublin Bus and CIÉ Group of Companies and with relevant external agencies and stakeholders

Working relationships with

Project Managers
 Dublin Bus Executive Team
 Finance Department
 Procurement function
 Internal and External Stakeholders

Summary areas of responsibility

Financial processes and reporting

- Works closely with and provides financial support to the project team in relation to capital and project investment.
- Responsible for working capital management
- Responsible for reconciliation of grants received, grants outstanding to expenditure incurred and grant authorised
- Provide periodic management reports including management accounts, cashflows, project schedules and supporting information
- Prepares capital, revenue grant and expenditure forecasting.
- Provide periodic accurate and timely financial Information together with detailed analysis in regard to Capital Investments division.
- Assist in the coordination the preparation of phased annual budgets, BI-annual forecasting and annual 5 Year Planning cycles for Capital Investments.
- Assist with the coordination of Capital Investments year end activities to ensure a timely financial close and submission of final year end claim
- Assists in the co-ordination of annual NTA audit on capital expenditure.

Regulation and Compliance

- Assist the Head of Capital and Projects in developing and implementing an effective project reporting system that considers the needs of all stakeholders.
- Ensure financial systems, procedures and processes are maintained in line with best professional and corporate governance practice.
- Support a culture of continuous improvement including automation of routine tasks
- Ensures compliance with relevant government circulars in relation to capital and grant related expenditure
- Ensure appropriate financial control processes are in place.
- Manage the responses to internal and external audit reports and information requests.

General

- Other duties applicable to position as agreed with management.
- Provide cover for other employees when required

Competencies: The following competencies represent the set of knowledge, skills and abilities required for the position.

Commercial Acumen: A quickness in understanding and dealing with a 'total' business situation (not a silo view) to include all costs, internal impacts / knock-ons, risks and opportunities and how these may lead to a good outcome for the business as a whole

- Understands the cost drivers in each location and ensures adequate control measures are in place and are monitored to ensure compliance
- Aware of and understands the competitive business environment Dublin Bus operates in, both PSO and commercial activities
- Approaches an issue in terms of how all parts of the business will be impacted

Personal Effectiveness: Getting the best return on your potential

- Takes personal responsibility; confronts problems quickly and looks for ways to resolve them effectively and efficiently
- Prioritises effectively and demonstrates disciplined time management
- Shows initiative, ability to establish clear criteria, prioritise tasks and achieve deadlines by allocating appropriate resources

Operational Excellence and Continuous Improvement: The ability to focus on enhancing the customer experience and delivering ongoing improvement in Dublin Bus

- Embeds continuous improvement by questioning everything we do to find better, simpler ways
- Champions a systematic planning, execution and review process for all operational initiatives
- Proactively drives the reduction of costs by eliminating waste, redundant applications and non-value activity

Impactful Communication: The ability to engage and influence others to achieve positive outcomes

- Possesses a high level of self-awareness around their own influencing style and their impact on others
- Communicates the Dublin Bus position in an authoritative, articulate and professional manner, backed up by strong knowledge of the organisation
- Maintains a calm exterior in a conflict situation and will respond in a professional controlled manner, generally achieving a positive outcome

Other requirements

- A professional accounting qualification, with at least 3 years post qualification experience
- Skilled in the preparation and delivery of quality financial reports and presentations.
- Strong commercial acumen with keen awareness of the financial and legal implications in the decision making process.
- Strong Analytical ability with good attention to detail.
- Strong interpersonal communication skills to enhance the relationships with all key stakeholders.
- Computer literate with knowledge of the SAP Financial, Controlling and FI Systems, and Microsoft Office.