



**Title:** Accounts and Payroll Executive

**Employer:** The Approved Housing Bodies Regulatory Authority

**Salary:** €51,722 (Entry Level) to €61,865

**Level:** Staff Officer (Grade 5) (Standard Scale)

**Location:** Dublin City Centre (Blended Working)

**Closing date:** 16<sup>th</sup> October 2025

### AHBRA BACKGROUND

The Approved Housing Bodies Regulatory Authority (AHBRA), established in February 2021, plays a crucial role in ensuring the effective governance, financial management, and performance of all voluntary and co-operative housing bodies. This oversight is in line with the Housing (Regulation of Approved Housing Bodies) Act 2019.

AHBRA's mission is to regulate Approved Housing Bodies (AHBs) to bolster governance and financial stability within the sector. This is particularly important for safeguarding the substantial public investment in social and affordable housing provided by AHBs. By doing so, AHBRA offers reassurance to investors, tenants, the government, and the AHB sector itself, ensuring that social housing providers operate within a well-regulated and stable environment.

### JOB SPECIFICATION

AHBRA seeks an Accounts and Payroll Executive (Grade 5) to join its team and will hold a competition for the appointment of a person. The post is based in our offices in Dublin 2. AHBRA operates a Blended Working Policy.

Reporting to the Head of Corporate Services, the Accounts and Payroll Executive will provide dedicated support across both Finance and HR functions, with an emphasis on ensuring accuracy, compliance and timely service delivery. This role will work with the finance team to manage all payments and monitoring of budgeted spend ensuring accurate financial records. Within HR, the role will co-ordinate payroll with an external



payroll provider while also supporting recruitment administration and onboarding processes. This role provides an opportunity for significant growth for individuals wishing to expand their knowledge, skills and expertise in a regulated environment.

## **KEY DUTIES & RESPONSIBILITIES**

The duties and responsibilities of the successful candidate will include:

- Full-cycle process management of supplier invoices and payments
- Manage supplier account reconciliations and address any payment discrepancies
- Process staff expenses and travel and subsistence claims in line with policy and Revenue guidance.
- Monitor spend versus budget and manage internal queries
- Prepare and support on internal and external audits
- Prepare, review and validate internal payroll data before submission to the external payroll provider, ensuring timely delivery of payroll inputs
- Provide payroll-related data and reports to management and support internal and external audits as required
- Respond to employee queries on payroll matters, coordinating with external providers to resolve discrepancies
- Work with the external recruitment partner and internal teams to administer campaigns in line with Commission for Public Service Appointments (CPSA) principles
- Any other duties as directed from time to time.

## **ELIGIBILITY CRITERIA**

Candidates must meet the following requirements prior to their appointment:



- Minimum two years' experience in administration, including office management, scheduling, transaction processing and supporting daily operations
- Qualification (Level 7 of NFQ) or equivalent experience in a relevant field such as finance, human resources, or administration required

### **ESSENTIAL CRITERIA**

- Demonstrable experience as finance administrator or payroll coordinator
- Demonstrable experience of managing multiple priorities simultaneously
- Proficiency in Microsoft Office Suite, particularly Excel, Outlook
- Ability to manage confidential information with discretion
- Strong attention to detail and numerical accuracy
- Excellent written and verbal communication skills

### **DESIRABLE CRITERIA**

- Previous experience in public/civil service in administration/finance would be advantageous
- Familiarity with HR time-management systems

### **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 Accounts and Payroll Executive

#### **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 administration and handling multiple priorities simultaneously.

## **PAY SCALE**

Staff Officer Scale (Personal Pension Contribution) as of 1 August 2025

€51,722 – €53,266 – €54,844 – €56,454 – €58,076 – €59,967 (LSI1) – €61,865 (LSI2)

### **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. The successful candidate will hold the internal title of Corporate Services Analyst (Grade 5).

### **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 of up to 40% remote working in the probationary period and 60% once probation is successfully completed.

## **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 22 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 22 days increasing over time depending on service.
- A public sector salary with incremental pay progression (Grade 5 scale)
- Personal development opportunities through employer sponsored academic education, paid study leaves 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 16<sup>th</sup> October 2025 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](mailto: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 16<sup>th</sup> October 2025.



If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact [ahbrajobs@sigmar.ie](mailto: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](mailto: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>.