

Patient Advocacy Service: Finance Officer (Part Time) **(<https://www.activelink.ie/node/109104>)**



Finance Officer

Due to its continued expansion, the Patient Advocacy Service is seeking to recruit a Finance Officer for part time (28 Hours per week), Contract of Indefinite Duration position. The post will be based in Dublin. The Patient Advocacy Service is currently implementing a Blended Working Model trial therefore some remote working will also be supported.

The Patient Advocacy Service provides a free, independent, and confidential service to support users of public acute hospitals and nursing homes making or intending to make a formal complaint through the relevant complaints process. We also support users in the aftermath of a patient safety incident.

The contract for the Patient Advocacy Service was awarded to the National Advocacy Service for People with Disabilities (NAS) following a competitive tendering process.

Salary: €44,078 to €53,022 for full time hours, to be pro rata for part time hours.

(It is anticipated that new entrants to the Patient Advocacy Service will be appointed on the 1st point of the scale however incremental credit, should it be awarded, will be based on previous relevant experience as set out in the application form).

Location:

NAS National Office, Marshalsea Court, Merchants Quay, Dublin 8

The successful candidate will be required to attend the office base one to two days per week in line with our organisational Blended Working Model which is being trialled at present. This will be subject to review based on the operational needs of the organisation and the outcome of the trial of blended work. Where the successful candidate does not have an appropriate space to work from home other local arrangements can/will be explored.

The successful candidate will be required to attend the Patient Advocacy Service National Office for two days per week for an initial six-week period.

Hours: The position is part time, 28 hours per week and may involve working some unsocial hours.

Requirements:

The position entails some travel; therefore, access to use of a car, a current full driver's licence, valid car insurance and a valid NCT certificate are essential requirements for the post. You will be asked to provide employer indemnity by way of a Letter of Indemnity from your motor insurance company.

The Finance Officer will be asked to obtain Garda Clearance before they begin work.

A national panel may be formed of qualified candidates from which Finance Officer posts which arise within the next 12 months will be filled, should vacancies arise in this period.

Application Procedure

The completed application form should be emailed (as an attachment) torecruitment@patientadvocacyservice.ie (<mailto:recruitment@patientadvocacyservice.ie>) (stating 'FO' in the subject line)

A relevant application form can be accessed at the following link: www.patientadvocacyservice.ie/about-us/careers/ (www.patientadvocacyservice.ie/about-us/careers/)

Shortlisting may apply. Canvassing will disqualify. Applications must be typed. CVs, late or incomplete applications will not be accepted.

CLOSING DATE FOR RECEIPT OF APPLICATION: Thursday 4th July at 2pm.

The Patient Advocacy Service is an equal opportunity employer.

Region

Dublin 8 / Hybrid

Date Entered/Updated

21st Jun, 2024

Expiry Date

4th Jul, 2024

Attachment	Size
Final_PAS_Finance_Officer_Candidate_Pack_2024_V6.0[1].pdf	226.88 KB
PAS_FO_APPLICATION_FORM_2024_V6.0[1].docx	101.76 KB

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