



InterTradelreland

Candidate Information Booklet

Finance Officer

Closing date for applications:

Tuesday 28th May 2024 @ 5.00 PM

Contents

Prior to completing the application form we recommend that candidates familiarise themselves with the contents of this information booklet.

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Foreword

Thank you for your interest in the post of Finance Officer at InterTradeIreland. This is an exciting opportunity to join one of the six all-island bodies set up following the Belfast Agreement.

InterTradeIreland's role, as summarised in its enabling legislation, is defined as 'a body to exchange information and co-ordinate work on trade, business development and related matters, in areas where the two administrations specifically agree it would be in their mutual interest'.

The Body is funded by the Department of Enterprise, Trade and Employment (DETE) in the Republic of Ireland and the Department for the Economy in Northern Ireland (DfE). Further information on InterTradeIreland and a link to the 2023-2025 Corporate Plan can be found at <https://intertradeireland.com/corporate-information/corporate-plans>

This booklet provides an overview of InterTradeIreland, our teams structure and a summary of key areas of responsibility, key terms of employment, benefits of working for us and important information on the recruitment process.

You are advised to pay attention to the person specification in the job description and to demonstrate in your application form how you meet the shortlisting criteria for the position.

If you have any further queries regarding the post, please do not hesitate to contact recruitment@intertradeireland.com

Best wishes in your application.

InterTradeIreland

About InterTradeIreland

InterTradeIreland is a Cross-Border Trade and Business Development Body funded by the Department for the Economy (DfE) and the Department of Enterprise, Trade and Employment (DETE). We support businesses, through innovation and trade initiatives to take advantage of North/South co-operative opportunities to improve capability, drive competitiveness, growth and jobs.

How we support business

InterTradeIreland helps small businesses in Ireland and Northern Ireland explore new cross-border markets, develop new products, processes and services and become investor ready. Based in Newry, we delivery services to include support for sales growth and innovation, business funding and business insights to SMEs across the island looking to grow their businesses.

Our Vision

A globally competitive all island business ecosystem that advances both economies.

Our Mission

To provide leadership, advice and support to maximise export growth opportunities through greater cross-border collaboration, innovation, entrepreneurship and trade.

Our Strategy

The strategic focus of InterTradeIreland's Corporate Plan 2023-2025 is strongly aligned to and supports the policy direction in Ireland and Northern Ireland. The three core pillars and strategic priorities within our Corporate Plan are:

- Growing Cross-Border Exports
- Enabling Collaborative Innovation
- Supporting Cross-Border Collaboration, Clusters and Networks.

The effective delivery of our strategy is enabled by a programme of research, data analysis and business insights and through close collaborative working with our economic development partners and stakeholders across the island.

Our Values

Our core values were developed with the full participation of staff and reflect the ethos of InterTradeIreland and how we work with businesses, stakeholders and each other. Our values are: Flexible, Supportive and Honest. Through the practice of these values we can enhance the potential of staff to fulfil organisational objectives.

Structure

InterTradeIreland currently employs around 60 staff on permanent, fixed term and temporary contracts. The organisation is structured into four teams.

Trade Team

The Trade Team is responsible for the delivery of a range of business programmes and supports to assist companies that want to increase their sales and profitability through exploitation of the all-island market and through collaborative ventures into international markets. This includes direct financial support, access to customised buyer-supplier events and developing an awareness of public procurement opportunities North and South.

The team also delivers a range of services to help businesses to improve their capabilities through collaboration including reducing their operating costs, improving their ability to tender successfully for public sector business on an all-island basis and navigating their business post Brexit and Covid 19.

Innovation & Entrepreneurship Team

The Innovation & Entrepreneurship Team is responsible for the delivery of a range of business programmes in the areas of Science, Technology and Innovation, Trade and Business Capability Improvement. The Science, Technology and Innovation programmes help create partnerships between businesses (that are working to create new products and processes) and the third-level institutions and other commercial partners that have the knowledge and expertise required for success.

The Team also directs businesses on how to raise equity finance, establishes and develops business networks to help companies pool their knowledge and resources, share costs and risks and achieve competitive advantage faster, cheaper and with less disruption to their operations .

Strategy Team

The Strategy Team is responsible for the development and communication of the organisation's strategic plans and its programme policies and informs the future strategic direction of the organisation, ensuring access to relevant research, market intelligence, information and policy insights to inform strategic alignment/direction and strategic messaging. The Team manages close working relationships with external business and policy organisations and with the other economic development agencies and partners on the island.

Corporate Services Team

The Corporate Services Team is responsible for developing and managing key strategies around IT, digitalisation, financial management and governance, human resource management, business planning and performance management. Whilst supporting the attainment of the organisations business objectives this team consistently adds value to InterTradeIreland through building and maintaining the confidence and support of key internal and external stakeholders.

Key Terms and Conditions

A summary of the main terms and conditions of employment with InterTradelreland are:

Salary

The salary scale for this role is £28,075 - £30,049 per annum. Starting salary will normally be offered at the first point of the scale, although a higher starting salary may be considered if the successful candidate has exceptionally relevant qualifications, experience or skills.

InterTradelreland operates an Exchange Rate Fluctuation Scheme for staff working in one jurisdiction and resident in another. Details are available from HR on request.

Annual Leave Entitlement

25 days annual leave. The annual leave year runs from 1st April to 31st March of each year.

Public and Privilege Holidays

12 days per year.

Hours of Work

The full-time working week is 37 hours (excluding meal breaks) from Monday to Friday. The post holder may be required to work outside normal office hours to which time of in lieu will be granted if relevant.

Flexi Scheme

InterTradelreland offers a flexible system of working between the hours of 8.00am and 6.30pm. It allows for flexible start and finish times around 'core working hours' (when attendance is required) and within the limitations of the bandwidth – 8.00am to 6.30pm, subject to operational requirements.

Location

All jobs are based at InterTradelreland in Newry. InterTradelreland offer a blend of office and home working with at least 3 days office based. The post may require travel across the island and candidates will be asked to demonstrate how they meet this requirement.

Occupational sick pay

InterTradelreland has an occupational sick pay policy which provides for up to 6 months at full pay and 6 months at half pay subject to a ceiling of 12 months sick pay in any period of 4 years.

Probationary Periods

Appointments are subject to the satisfactory completion of a six month probationary period.

Benefits of Working for InterTradelreland

InterTradelreland is a successful, credible and trusted business development agency committed to delivering high quality services and seeks to employ talented and dedicated individuals. When working with InterTradelreland you will enjoy the following benefits.

Hybrid Working

InterTradelreland has a blended working model to assist employees with collaborative and individual working. Employees have the benefit of working at least 2 days a week from home.

Work-Life Balance

InterTradelreland offers a range of family friendly policies to allow employees to engage in a healthy work-life balance. This includes a flexible working policy (flexi-time), special leave, maternity/paternity/adoption leave, shared parental leave and parental leave.

Personal Development

InterTradelreland supports a wide range of learning and development opportunities including in-house, external, professional, management development and is committed to continuous professional development.

Occupational Pension Scheme

InterTradelreland is part of the North/South Pension Scheme which is a career average, defined benefit scheme. This provides a generous pension payable for life after you retire which increases in line with inflation*. There are other benefits payable too to provide protection to you and any beneficiaries in the event of illness or death.

**Inflation is measured by an index known as the Consumer Price Index (CPI) which measures changes in the price level of a weighted average market basket of consumer goods and services purchased by households.*

Health & Wellbeing

InterTradelreland is committed to supporting employee's health and wellbeing to enable everyone to thrive at work. A Health and Wellbeing team, made up of employee representatives from across the organisation, develop and deliver a health and wellbeing programme. The aim is to educate and support employees by offering benefits and initiatives to support physical, mental and social health.

Parking and Electric Vehicle Chargers

InterTradelreland have free parking at our office premises in Newry with free Electric Vehicle charge points onsite.

Corporate Social Responsibility

InterTradelreland's CSR strategy focuses on the workplace, community, environment and marketplace to ensure that we play our part in promoting inclusiveness and sustainability inside the organisation, with external stakeholders and the wider community. Staff have the opportunity to volunteer and work on activities which align to our CSR strategy.

Equality, Diversity & Inclusion

InterTradelreland is committed to creating a place where everyone is welcome and included. People are valued and respected for who they are and for the contributions they make.

The Appointment Process & Guidance for Applicants

Making an Application

InterTradeIreland requires applicants to submit an application form for all posts. The application form is designed to ensure that applicants provide the necessary information to determine how they meet the essential criteria and where appropriate the desirable criteria as set out in the job description and person specification for the role.

Applicants should ensure that they provide evidence of their experience in the application form, giving length of experience, examples and dates as required. The space available on the application form is the same for all applicants and must not be extended to supplement answers.

The selection panel will not make assumptions from the applicants current job title or nature of the organisation they work in, as to the skills and experience gained.

The application form can be accessed and completed on InterTradeIreland's career page. CVs and late applications will not be accepted.

Shortlisting

The recruitment panel will prepare a shortlist of applicants for interview on the basis of the information contained in the application form. Applicants must clearly and exactly state how they meet each of the essential and, if applicable, desirable criteria. All applicants will be advised of the outcome and if they have been unsuccessful or invited to interview.

Interview

A competency based interviewing process will be used to select applicants whose experience best match the post on offer. Applicants will be asked to provide specific examples to illustrate their competence in a number of areas. Applicants may elaborate upon an example provided on the application form or use a different example to illustrate an answer.

If this is your first experience of a competency based interview, keep in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish
- Provide generalised information as to your background and experience
- Provide information that is not specifically relevant to the competence the question is designed to test

A competency based interview does however require you to:

- Focus your responses, on your ability to fulfil the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the competence areas.

In preparation for interview, consider having a clear structure for each of your examples using the following approach:

- Situation Briefly outline the situation
- Task What was your objective, what were you trying to achieve
- Action What did you actually do, what was your unique contribution
- Result What happened, what was the outcome, what did you learn

The panel will ask you to provide specific examples from your past experience in relation to each of the competences. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work/life experiences.

When the recruitment panel has completed all interviews, all applicants will be notified of the outcome of the interview.

Applicants may be placed on a reserve list on the basis of merit, whereby appointment can be made to a similar vacancy within a specified periods from the date the interviews were held. Appointment from the reserve list may be subject to further interview/assessment.

Disabled Applicants

InterTradeIreland will provide reasonable adjustments to disabled applicants throughout the recruitment process. Candidate Information Booklets are available in alternative formats upon request and applicants who may require special arrangements at interview stage should contact recruitment@intertradeireland.com to enable us to make any appropriate adjustments.

Equality Statement

InterTradeIreland is committed to equality of opportunity and welcomes applications from suitably qualified applicants irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation or whether or not they have dependents. All applications will be considered strictly on the basis of merit.

If you have any queries about the recruitment process please email Human Resources at recruitment@intertradeireland.com