



An tÚdarás Arachas Sláinte  
The Health Insurance Authority

**Candidate Information Booklet  
Risk Equalisation Fund (REF) Manager  
(Professional Accountant Grade II)**

**Closing date: 12 noon: 27<sup>th</sup> February 2026**

## THE POSITION

<b>Title of position:</b>	<b>REF Manager (Professional Accountant Grade II)</b>
<b>Office address:</b>	Beaux Lane House, Mercer Street Lower, Saint Peter's, Dublin 2, D02 DH60
<b>Organisation website:</b>	<a href="http://www.hia.ie">www.hia.ie</a>

## THE ORGANISATION

The Health Insurance HIA (the “**HIA**”) is the statutory regulator of the health insurance sector in Ireland. The HIA plays a key role as an independent regulator, a provider of consumer information, an adviser to the Minister for Health (the “**Minister**”) and as the custodian of the Health Insurance Risk Equalisation Fund. The HIA is a small, dynamic organisation that is committed to delivering on its vision for a well-functioning and transparent health insurance market, where consumers understand their rights and feel empowered in their decisions.

The HIA’s role is to regulate for a well-functioning market and provide consumers with information and tools to make informed choices. The HIA has five principal values that drive its work:

- **Professionalism:** The HIA upholds the highest ethical standards and behaves with integrity, care, and respect in all its interactions and work.
- **Agile:** The HIA works in a flexible, proportionate, and efficient manner with its staff and its stakeholders to deliver the best results for consumers.
- **Consumer-focused:** The HIA’s work is consumer-centric, putting consumers first in everything it does.
- **Excellence:** The HIA is focused on delivering the best results by leveraging its expertise, taking an evidence-based and consistent approach to its work.
- **Independence:** The HIA carries out its statutory functions in an impartial, fair and transparent manner in the public interest.

### Governance

The HIA is a public body, which is independent in the exercise of its statutory functions. For public accountability purposes, the HIA operates under the aegis of the Department of Health (the “**Department**”). The HIA is governed by a Board comprised of seven members, who are appointed by the Minister.

### Context of the Appointment

The HIA’s *Strategic Plan for 2025-2028* has recently been approved by the Board, and it includes the following key priorities:

#### 1 The Informed Consumer

The HIA will empower consumers to make informed choices about their health insurance plans, with easily available and user-friendly tools to support them.

#### 2 A Well-Functioning Health Insurance Market

The HIA will use its regulatory powers and expertise to maintain a well-functioning market, and it is recognised as the leading voice on private health insurance.

#### 3 Our Capability and Capacity

The HIA will ensure it is resilient with appropriate capability and capacity to deliver our statutory functions effectively, sustainably, and to high standards of corporate governance.

Further information about the HIA including publications and key documents is available at [www.hia.ie](http://www.hia.ie).

## THE ROLE

### The Person

Reporting to the Head of Risk Equalisation Fund (HoREF) the successful candidate will work as part of the team responsible for managing the Risk Equalisation Fund (an integral part of the Risk Equalisation Scheme).

The principal duties may include responsibilities in relation to the following:

#### Insurer Submissions

- Supervise/Co-ordinate the preparation of the monthly interim Risk Equalisation Scheme (RES) claim reviews. Present the monthly claim reviews to HoREF for sign-off.
- Supervise/Co-ordinate the review of the quarterly High Cost Claims Pool (HCCP) claims. Review to include verifying the Insurer claimed amount matches the HIA recalculation and resolve differences as they arise. All HCCP claim reviews to be presented to HoREF for sign-off.
- Supervise/Co-ordinate the preparation of the Quarterly/Annual Stamp Duty reconciliations for review by the HoREF.

#### Annual Returns

- Supervise/Co-ordinate the reconciliation of Annual Insurer Submissions (Annual RES Claim/Return) to the monthly/quarterly Insurer submissions.
- Ensuring all insurer submissions are received by the required reporting deadline. Generate reports as required for monthly REF reporting and assist with enhancements to the HIA database (HIADS).

#### RES Inspections

- In collaboration with the Head of Supervision and Compliance Plan and Manage all RES Inspections (Interim Claims/HCCP Claims/Stamp Duty). Prepare Inspection Findings/Reports for publication in line with the HIA's Supervision and Enforcement Policies.

#### Treasury Management

- Manage all REF Bank funds held and prepare regular/monthly REF bank reconciliations.
- Preparation of investment proposals for REF Funds to match to the Cashflow requirements to settle claims.
- Co-ordinate with Fund Banks and Investment/Treasury Consultants to optimise Investment strategies for REF Funds held.

#### Fund Accounts (Management/Annual)

- Supervise/Co-ordinate the preparation of quarterly REF management accounts and the Annual REF Accounts.
- Develop and report high-quality financial reports, analysis and key fund indicators. Be able to present financial information in a confident, logical and convincing manner.

### **Audits (External/Internal)**

- Co-ordinate the preparation of Annual Financial Statements and audit files for audit by the Comptroller and Auditor General and other internal audits and reviews that take place throughout the year.

### **Additional Responsibilities**

- Ensure high-quality and up-to-date REF procedure documents are maintained.
- Assist with other ad hoc assignments and generally support the work of the HIA.
- Deputise for the HoREF as requested.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post and the HIA while in office.**

## **EXPERIENCE AND PERSONAL QUALITIES REQUIRED**

### **The Person**

Reporting to the Head of Risk Equalisation Fund, the successful candidate will work as part of the team responsible for managing the Fund. The REF team is also responsible for preparation of the REF Annual Financial Statements and Inspection of Insurers participating in the RES Scheme. Advise the SMT, Board of the HIA and Department of Health, on all REF related matters, including assisting the Regulation and Compliance Team with developing recommendations for the calibration of the Risk Equalisation Scheme.

Excellent interpersonal skills are essential, as well as a proven high degree of initiative, flexibility and creativity, organisation and problem-solving skills.

### **Essential Requirements**

- Have full membership of a prescribed accountancy body supervised by the Irish Auditing and Accounting Supervisory HIA (IAASA).
- Have a minimum of 3 years relevant post qualification accountancy/audit experience including financial accounting and/or management accounting, financial services, fund management in a regulatory environment.

**Or**

- Honours primary degree in actuarial science, data science, mathematical sciences, or a related subject; significant relevant experience; or sufficient progress in actuarial exams for Associateship.
- Possess a high degree of analytical, conceptual and problem-solving skills in financial and business management.
- Excellent MS EXCEL skills.
- Experience with Accounting software packages.
- Experience of working with or implementing an Enterprise Resource Planning (ERP) System.
- Proven experience of effective staff management and other resources.
- Possess the capability of operating effectively on their own initiative and as part of a team.

### **Desirable Requirements**

- Ability to perform cashflow and treasury modelling.
- Experience with development and analysis of public policy and influencing skills.
- Prior knowledge of the insurance market and/or health insurance.

**The competencies for this role are provided in appendix 1.**

### **Shortlisting**

A shortlisting exercise will be employed when assessing eligibility of applications. Eligible applications will be shortlisted according to how well the experience and skills as described by applicants match the requirements of the role of REF Manager (Professional Accountant Grade II).

The criteria for the shortlisting exercise will be based on the information as outlined in this Candidate Booklet. It is important that applicants consider the information contained in this Candidate Booklet in presenting their relevant qualifications, skills and experience in their application.

The candidates whose applications, in the opinion of the shortlisting panel, appear best suited to the position will be shortlisted for interview.

### **Interview**

Shortlisted applicants will be invited to attend for a competency-based interview.

The HIA reserves the right to invite candidates to a second-round interview and to undergo further assessment, including the use of psychometric assessment if so required.

It is anticipated that first round interviews will occur in March 2026.

## CONDITIONS OF SERVICE

### TENURE

The position is a full-time position. The appointment is on a permanent basis as a public servant, subject to satisfactory completion of the specified probationary period.

### PROBATION

The successful candidate must serve a probationary period which will be of six months duration during which time the candidate's performance will be assessed. The probationary period may be extended in exceptional circumstances.

### SALARY AND PAYMENT ARRANGEMENTS

The salary scale for the position (rates effective from 1 August 2025) is at the level of Professional Accountant Grade II (PPC) as follows:

**€74,701, €76,408, €78,110, €79,821, €81,527, €81,981, €83,662, €85,408, €88,250<sup>1</sup>, €91,100<sup>2</sup>.**  
*Long Service Increments may be payable after 3 (LSI-1) and 6 (LSI-2) years satisfactory service at the maximum of the scale.*

#### **Important Note**

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with government pay policy.

Different pay and conditions may apply if, immediately prior to appointment, the successful candidate is already a serving civil or public servant. The rate of remuneration may be adjusted from time to time in line with government pay policy

Payment will be made monthly in arrears by Electronic Fund Transfer (EFT) into a bank account of the staff member's choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the HIA. Statutory deductions from salary will be made as appropriate.

A staff member appointed to the post of Professional Accountant Grade 11-REF Manager will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due in accordance with the Payment of Wages Act 1991. Any such overpayment will be notified to the staff member in accordance with agreed internal procedures.

### LOCATION

This role is based in the HIA's office at Beaux Lane House, Mercer Street Lower, Saint Peter's, Dublin 2. The HIA reserves the right, at its discretion, to change the primary location to any other place within Ireland.

The HIA offers flexitime, and we have Blended Working guidelines in place allowing employees to apply for Blended Working (a mix of office based and remote working). The HIA has put a significant number of supports in place to make the experience when working remotely as seamless as possible. The HIA has a modern IT infrastructure to help colleagues to collaborate virtually, it provides colleagues with the equipment they will need and has implemented new ways of working to keep its people connected.

## **ESSENTIAL TRAINING**

The postholder will be required to undertake the following essential compliance training:

- HIA induction
- Health & Safety
- Data Protection (GDPR)
- Cyber Security Awareness
- Generative AI Literacy
- APA certification (CIP-01, CIP-02 & CIP-05)

## **WORKING WEEK**

Hours of attendance at work will be arranged from time to time by the HIA and will amount to 35 hours net per week. Normal working hours will be 9.00 a.m. to 5.00 p.m. with a minimum of 30 minutes for lunch. The HIA operates of a flexible working hours scheme. You will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of your duties subject to the limits set down in the working time regulations. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment.

## **ANNUAL LEAVE**

The annual leave allowance for this post will be 27 days (rising to 30 days after 5 years' service) working days per annum (on a pro rata basis) to be taken at a time or times convenient to the HIA.

## **SICK LEAVE**

Payment for absences through illness, during properly certified sick absence, provided there is no evidence of permanent disability for service may be made in accordance with the provisions of the HIA's sick leave scheme. These sick leave arrangements are subject to any changes arising in the terms and conditions of sick leave in respect of the public service generally.

## **SUPERANNUATION**

The successful candidate will, upon appointment, become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Health Insurance HIA, at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at [www.singlescheme.gov.ie](http://www.singlescheme.gov.ie)

Where the appointee has worked in a pensionable (non-Single Scheme) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service history.

### **Eligibility to Compete**

Eligibility to Compete and Certain Restrictions on Eligibility 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 is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 or a Stamp 5 visa.

### **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. 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.

### **OTHER CONDITIONS OF EMPLOYMENT**

Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

## HOW TO APPLY

Applications should be made by e-mail prior to the deadline to [cam@hia.ie](mailto:cam@hia.ie). Applicants should forward a completed application form (available at [hia.ie](http://hia.ie)) and cover letter outlining their suitability for the position.

**The application form should be emailed in either Word or pdf format.**

Applications to be submitted by email, prior to the deadline must include:

- 1 In preparing your application, please consider the essential and desirable criteria for this position which is outlined the Candidate Booklet.
- 2 Any queries to be directed to Catherine O'Reilly: [cam@hia.ie](mailto:cam@hia.ie)

## Closing Date

Deadline for application: **12pm Friday, 27<sup>th</sup> February 2026**

Applications will **not** be accepted after the closing date. Please note Interviews may be held remotely using Video-Conferencing software.

## Competencies

Please see the competencies that will be assessed at interview stage for this competition. For more information on the competencies which are listed in Appendix 1 of this Candidate Booklet.

## REFERENCE CHECKS

Please note that any offer of employment made to a successful candidate will be subject to satisfactory reference verification, pre-employment checks and satisfactory verification of academic and professional qualifications.

## CONFIDENTIALITY

Candidate confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application material will be made available to those with direct responsibility for the recruitment process within the HIA.

## LEGAL COMPLIANCE

The HIA is committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, Data Protection Act 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

## EXPENSES

The HIA will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.

## CANVASSING

Canvassing will result in disqualification from the competition.

## APPENDIX 1

### Professional Accountant Grade II Competency Framework in the HIA

#### Effective Performance Indicators

##### 1. Leadership

- Actively contributes to the development of HIA strategies and policies, ensuring alignment with regulatory requirements and sector best practice.
- Drives and sustains high team performance, addressing issues proactively and fostering a culture of continuous improvement.
- Leads by example, upholding HIA values of transparency, fairness, and consumer protection.
- Clearly defines objectives, delegates effectively, and encourages ownership and accountability.
- Develops others through feedback, coaching, and creating opportunities for growth.
- Identifies and exploits innovative service delivery channels, especially those enhancing regulatory compliance and consumer outcomes.

##### 2. Regulatory Compliance & Sector Expertise

- Maintains up-to-date knowledge of health insurance regulation, compliance obligations, and the broader public sector environment.
- Ensures all financial activities, reporting, and advice are fully compliant with statutory and regulatory frameworks relevant to the HIA.
- Proactively identifies regulatory changes and assesses their impact on HIA operations and policy.
- Advises on and implements best practice in public sector financial management, with a focus on the unique aspects of the health insurance sector.

##### 3. Stakeholder Engagement

- Builds and maintains effective relationships with key stakeholders, including insurers, government departments, and the public.
- Communicates complex financial and regulatory information clearly and persuasively to diverse audiences.
- Represents HIA in cross-sectoral forums, consultations, and policy discussions, advocating for consumer protection and sector integrity.
- Encourages open and constructive dialogue, promoting teamwork within HIA and collaboration across the health insurance ecosystem.

##### 4. Data-Driven Decision-Making & Policy Analysis

- Gathers, analyses, and interprets financial and operational data to inform decision-making and policy development.
- Integrates diverse sources of information, identifying trends, risks, and opportunities relevant to the health insurance sector.

- Develops and presents evidence-based recommendations to support HIA's regulatory and policy objectives.
- Utilises data analytics to monitor compliance, assess market developments, and enhance consumer outcomes.

## **5. Management & Delivery of Results**

- Takes responsibility for challenging tasks and delivers on time and to a high standard, even under pressure.
- Plans and prioritises work, adapting to changing circumstances and resource constraints.
- Ensures robust controls and performance measures are in place to deliver efficient, high-value services.
- Looks critically at processes to drive continuous improvement and innovation.
- Effectively manages multiple projects and competing priorities, ensuring alignment with HIA's strategic goals.

## **6. Interpersonal & Communication Skills**

- Presents information in a confident, logical, and convincing manner, both verbally and in writing.
- Maintains poise and control when influencing others, even in high-stakes regulatory or policy contexts.
- Develops and maintains a network of contacts to facilitate problem-solving and information sharing.
- Engages effectively with a range of stakeholders, including the public, insurers, and government officials.

## **7. Specialist Knowledge, Expertise & Self-Development**

- Demonstrates deep understanding of HIA's purpose, objectives, and the health insurance landscape.
- Is recognised as an expert in public sector accounting and health insurance regulation.
- Focuses on self-development, seeking feedback and opportunities for growth.
- Shares expertise with colleagues and contributes to organisational learning.

## **8. Drive & Commitment to HIA Values**

- Is self-motivated and strives for continuous high performance.
- Demonstrates honesty, trustworthiness, and reliability.
- Ensures the citizen is at the heart of all services provided, championing consumer protection.
- Fosters the highest standards of ethics and integrity through leading by example.
- Shows flexibility and resilience under pressure, maintaining focus on results and HIA's purpose.