Dublin City University

Finance Office

Accounts Assistant Grade II Fees/Accounts Receivables

Permanent

General Information
Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland’s University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the of the world’s young universities (QS Top 50 under 50).

The Finance Office has overall responsibility for the financial environment within the University and provides a comprehensive range of services to DCU Faculties, Schools, Research Centers, Support Departments and Campus Companies.

A vacancy has arisen within the Finance Office for an Accounts Assistant Grade II.

The Accounts Assistant Grade II will be responsible for providing an administration and support service for a range of activities within the Fees / Accounts Receivable Section of the Finance Office and the University as a whole, as part of the Fees/Accounts Receivable Team.

Relationships:
The Accounts Assistant Grade II will report to the Manager (or Supervisor) of the Fees / Accounts Receivable Section and will liaise closely with other Finance Office staff, with colleagues within the University and also with outside stakeholders.
Duties and Responsibilities

- The post holders will have responsibility for dealing directly by phone, email or in person with student queries in relation to their fees in a confidential and discrete manner.

- The post holders will have responsibility for ensuring the correct billing of students for fees in accordance with the university policies.

- The post holder will have responsibility for generating invoices for payment of fees and processing accounts activity with hospitals, Grant Award bodies, sponsoring companies and individual students.

- Checking of CAO list to ensure that all students have been set up correctly by Registry, ensuring correct documentation is in place and liaising with registry staff to ensure corrections are made when necessary.

- Set up students correctly for HEA returns, SUSI Grants, and other bursaries including studentships.

- Issuing of invoices to third parties on Agresso for Accounts Receivables.

- Follow up on graduation list to ensure all potential graduates are paid up in full.

- Reconciliation of transactions on multiple bank accounts, lodging of daily payments, preparation of reconciliation reports and completion of end of day banking procedure

- Posting and upload of receipts on multiple bank accounts to the correct student accounts

- Allocation of receipts on multiple bank accounts to the correct debtor accounts on Agresso.

- Following up on outstanding invoices on the Accounts Receivables ledger to ensure credit terms are adhered to.

- Input and Processing of refunds and other payments to students.

- Responsible for raising requisition for stationery and processing order numbers on Agresso.

- Assist in the developments in reporting, procedures and systems including testing of system improvements in processing fees.

- Handling incoming and outgoing mail to ensure smooth processing of all paper work received and filing of documentation.
The undertaking of such duties and responsibilities as may be assigned from time to time.

Experience and Qualifications
Candidates must have a Leaving Certificate, a secretarial/commercial qualification and at least three years relevant experience in a computerised office environment. Good communication and administrative skills and a thorough knowledge of Microsoft Office applications are essential.

Candidates should also have a basic understanding of accounting procedures. Direct Accounts experience would be an advantage. Confidentiality and discretion of a very high level is expected. Candidates must be dependable, willing to work in a team environment, good with figures, accurate and capable of working with a high volume of paper work to very strict deadlines.

The competencies required for this post are:

1. **Personal Effectiveness / Excellence**
   Continuously strives to achieve high standards in the completion of tasks and in approach to working with people and students in relation to fees matters.

2. **Teamworking**
   Working together in a supportive manner to share tasks and information while showing respect for the contribution of others.

3. **Administration**
   Complete tasks in an accurate and timely manner

4. **Communication**
   Communicates in a clear manner and actively listens and engages to gain understanding.

Closing Date: 31 May 2017

Salary scale: €26,210-€32,882

*Appointment will be commensurate with qualifications and experience.*

Full details of salary upon promotion for internal staff can be viewed at:

[http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf](http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf)
Informal Enquiries: Informal queries should be addressed by email to Ms Deirdre Kelly, Fees/Accounts Receivable Manager at deirdre.kelly@dcu.ie

Application Procedure:
Application forms are available from the DCU Current Vacancies (open Competitions) website at http://www.dcu.ie/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #555 Accounts Assistant Grade II Accounts Receivables, Finance Department.

Dublin City University is an equal opportunities employer