



**Dublin City University**  
**Faculty of Science & Health**  
**School of Chemistry**  
**Secretary Grade II/Accounts Assistant**  
**(Part-time, Permanent Post)**

**Introduction:**

The School of Chemical Sciences is one of the leading academic schools within DCU. Although only established 25 years ago the SCS now ranks in the top 250 chemistry schools/departments in the world, a reflection of the School's ambitious research programs and focussed undergraduate/postgraduate degree programs.

The successful candidate will work on a part time basis, mornings only and will report to the Head of School. The post holder will be part of the overall administrative staffing of the school. The candidate will work closely with the Purchase officer and the School Secretary. The candidate must have strong organizational skills together with excellent interpersonal skills.

**Job Description:**

**The following is a broad but not exhaustive list of the principal duties of the post:**

- The person will be hired on a part time basis to process invoices within the school. The duties will involve:
  - Working with the agresso system to reconcile invoices with Purchase Order details and approve payments from School and Research accounts.
  - Perform checks and calculations to ensure transactions are correct.
  - Working with agresso reports and excel spreadsheets.
  - Filing of invoices and associated paperwork.
  - Answer supplier queries and resolve invoice related issues.
  - Assist in closing unreconciled orders to maximise budgets.
- The person will also be assigned some secretarial duties which could include
  - preparation of documents, correspondence and presentations requiring the use of MS Office applications, facsimile, the web and email
  - arranging meetings and assisting with seminars/workshops and events, including room bookings, preparation of agendas, minuting meetings and other relevant documentation and making travel arrangements
  - maintaining relevant electronic and hardcopy files
  - maintaining and updating email lists, databases and website content
  - raising purchase orders and the approval of invoices using the Agresso System, and maintain appropriate records in relation to same
  - liaison as appropriate with other university units, such as Finance, Registry, Estates Office, Library, Information Systems & Services, etc. and with external agencies and individuals and any other duties as may be assigned by the Head of School.
- Assisting with the sharing of work, where necessary with the School Secretary.
- Any other duty which may be assigned from time to time by Head of School.

**Qualifications and Experience:**

- Candidates must hold a leaving certificate or equivalent and three years relevant experience.

- Candidates must hold a recognised Secretarial course.
- Candidates must have experience in processing invoices.
- Dealing professionally and competently with students, staff and employers is essential.
- Strong organizational skills together with excellent interpersonal skills.
- High proficiency with IT programmes (Word, Excel and PowerPoint).
- Experience with Drupal would be advantageous but is not required; the candidate must be willing to acquire new skills such as Drupal and other packages.
- Ability to be flexible, work as part of a team, under pressure and to tight deadlines.
- Applicants will be expected to work mornings only but on occasion they may be required to be flexible, as there may be occasions when early starts or afternoons will be required.

**Informal enquiries to:**

Dr Kieran Nolan, Head of School of Chemical Sciences, Dublin City University, Dublin 9.

E-mail [Kieran.nolan@dcu.ie](mailto:Kieran.nolan@dcu.ie)

Tel: +353 (0)1 7005913

**Salary Scale:** €24,960 - €31,882 per annum (pro rata)

*Appointment will be commensurate with qualifications and experience*

**Closing date:            March 25<sup>th</sup> 2016**

Application forms are available from: [www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml) and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**

**Job Ref # 287 Secretary Grade II/Accounts Assistant – Chemistry**

*Dublin City University is an equal opportunities employer*