



Finance Department

Assistant Financial Controller

5 Year Fixed Term Contract – Full Time

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 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 Centres, Support Departments and Campus Companies.

Overview of the Role

Reporting to the Financial Controller this is a key role within the Finance Office with the main focus of the role being on the Financial Accounting, Taxation, Treasury Management, Audit and Management Information reporting.

Key aspects of the role include:

Financial Accounting

- Preparation of the University financial statements in accordance with the harmonised format of accounts.
- Preparation of the Group financial statements in accordance with Irish GAAP, including the consolidation of overseas subsidiaries.
- Ensuring financial statements are prepared in accordance with the requirements of the Universities Act and in a format suitable for filing with the Oireachtas
- Ensuring appropriate controls and timetables are in place to enable timely production of financial statement information on behalf of both the University and subsidiary companies

- Regular review of month end and year end processes to identify efficiency improvements and improved turnaround times
- Preparation of monthly financial reports providing commentary and analysis on year to date performance compared to budget and forecast.
- Ensuring monthly reporting packs are in place and balance sheet reconciliations have been completed and reviewed
- Managing the chart of accounts and the month end process to ensure transactions are appropriately categorised to enable production of information for internal and external stakeholders
- Ensuring that changes in GAAP, Governance or other legislative requirements are planned and effectively implemented within the required timeframe.

Information Systems

- Implementation of changes to systems for the continuous enhancement of services
- Enhancement of management information reporting
- Development of KPIs and reporting thereon

Audit

- Planning the annual audit process which involves internal audit, external auditors and the statutory auditors (Comptroller and Auditor General) of the University
- Engaging with auditors to ensure information requests are fulfilled and queries resolved

Treasury

- Managing Group cash resources and overdraft facilities to ensure funds are in place to meet the operational requirements of the University and its subsidiaries and to minimise finance costs, maximise interest income.
- Cash flow forecasting

Taxation

- Ensure the University is in compliance with all taxation requirements
- Preparation and review of VAT recovery models for dual use inputs

Other aspects to the role include:

- Deputise for the Financial Controller as required
- Be a key member of the Financial Control Management team
- Progress the strategic objectives of the Financial Control and the wider Finance Office
- Represent the Finance Office on University committees as required
- Represent the University on external committees
- Engage with external bodies and agencies re DCU financial issues
- Provision of training to staff including mentoring on the University's Graduate Trainee Accountant Scheme
- Assisting with other aspect of the financial planning function or wider Finance Office as required.

Skills/Competencies

The individual will be an experienced accountant and will have occupied a similar role in a complex organisation. The individual will be a qualified accountant and will have experience in the key elements of the role. It is important that the individual will have the management experience necessary to deputise effectively for the Financial Controller. It is also important that the individual will have sufficient experience to be able to drive forward on the change agenda within the Finance Office and in the Financial Planning area in particular.

Other important attributes would include

- Self-motivated and proactive
- Excellent written and oral communication skills
- Excellent interpersonal skills and ability to build positive relationships with other colleagues
- Ability to think strategically, with strong and creative analytical capabilities;
- Excellent problem solving and decision making skills;
- Ability to work flexibly, effectively and under pressure to ensure tasks are finalised to strict deadlines
- Strong attention to detail to ensure completeness and accuracy of information
- Financial/business modelling capability in a complex business environment
- Ability to build positive relationships with colleagues in the University and key
- Self-motivated and proactive
- Ability to identify and implement ongoing improvements Finance Office services.

Qualifications and Experience

Candidates shall be a qualified accountant with relevant experience in the areas highlighted for the role.

Contract and Salary Scale

The appointment will be made on a fixed term contract basis for a period of five years.

The salary scale for the role will be:

€49,967 to €68,393

€44,971 to €65,000*

* Applies to new entrants to the public sector after 1 January 2011.

Application Procedure

ALL APPLICATIONS MUST BE ACCOMPANIED BY A DCU APPLICATION FORM.

To apply for this position you must complete the following DCU application form

http://www.dcu.ie/vacancies/APPLICATION_FORM_6pg.doc and submit it to the above email

address by attaching it as a Word document or you can send it by post to: Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer