



Finance Department

Assistant Head of Financial Planning

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 Head of Financial Planning this is a key role within the Finance Office with the main focus of the role being on Financial Planning, Management Accounting, Budgeting and costing.

Key aspects of the role include:

Financial Planning

- Preparation of financial forecasts for the University based on the current and anticipated government funding position
- Preparation of detailed cash flow forecasts
- Effective financial performance review highlighting key areas of risk and opportunities
- Development of financial models in support of specific proposals

Business Support and Costing

- Oversee the accurate and comprehensive completion of the annual full economic costing exercise for the university
- Provide business partner advice and information to Faculties, Schools and Support Units
- Financial assessment of new business proposals
- Provide insightful analysis of management information in support of decision making
- Development of the Management Information systems and related information
- Preparation of KPIs
- Reporting financial performance versus relevant targets and relevant KPI

Management Accounting and Budgeting

- Preparation of the annual University budget
- Preparation of periodic forecasts
- Detailed analysis and review of financial performance and further development of the related management reports
- Management of the budget models
- In-depth analysis of financial information
- Reporting at University level on performance
- Production of relevant information for funding agencies

Other aspects to the role include:

- Deputise for the Head of Financial Planning as required
- Be a key member of the Financial Planning Management team
- Progress the strategic objectives of the Financial Planning area 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
- Further developing management information systems and related reporting
- 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 be able him/her to deputise effectively for the Head of Financial Planning. 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