



## **DUBLIN CITY UNIVERSITY Business School**

### **Financial and Administrative Officer Grade IV**

An innovative and dynamic Business School, DCUBS offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. DCU Business School is recognised nationally and internationally for the outstanding quality of its business education programmes. Our teaching, learning and research activities are strongly influenced by the core guiding principles of relevance and excellence.

#### **Function**

The post-holder will be required to provide professional and comprehensive management and administrative support for DCU Business School's budget, spending and financial reporting, part-time staff payments and reporting (monthly, quarterly and annual reporting) functions across all subcost centres connected to DCU Business School. The post holder will report to the Manager of Faculty Administration.

#### **Job Description**

The principal duties and responsibilities of the position include but are not limited to the following;

##### **1. Financial**

- Provide financial management and reporting across all funding streams in DCU Business School.
- Oversee and support the procurement function for DCU Business School, including day to day purchasing, in accordance with public sector procurement regulations.
- Liaise closely with the research management team – ADR and Research Administrator, with individual Principal Investigators, and DCU Finance Office to ensure appropriate allocation of research budgets, accurate and correct spend, and compliant and timely reporting. Work to anticipate and resolve any financial or operational issues arising.
- Liaise with research leaders and provide ongoing financial planning within active projects. Engage with DCU Finance Office and funding agencies to facilitate reallocation in project budgets where required.

- Build relationships and interact with individuals across DCU Business School, DCU Finance Office and RIS and ensure that financial management at DCU Business School is in line with DCU Finance Office regulations and requirements.
- Provide support to the university reporting function, including periodic reports to the relevant university management committees and appropriate reports in connection with the university's reporting to Science Foundation Ireland and other funding agencies.

## **2. Part-time Staff / Core Expenses / Purchase Orders Administration**

- In conjunction with the Faculty Manager, establish and maintain processes for part-time personnel administration across projects and Centres within the faculty.
- Assist with job specification preparation and administrative support to the tutor hiring process.
- Liaise with DCU Business School staff to support the ongoing training of staff on the Core Expenses system.
- Train administration staff on use of Agresso requisitioning

## **3. General Administration**

- Provide administrative support as required in preparation for and running of regular activities, including meetings, conferences and other similar events. Provide support to the Faculty Manager and Deputy Dean in the general financial administration of DCUBS.
- Any other duty which may be assigned from time to time by the Dean of the Faculty or his/her nominee.

### **Qualifications and Experience Required**

Candidates should hold a primary degree (NFQ Level 7), or equivalent, a relevant ATI (formerly IATI) or IPASS qualification and must have a minimum of five-year's relevant accounting experience. The successful candidate will understand accounting procedures and must have familiarity with computerised accounting packages. Particular experience with the Agresso financial management software system is essential. An excellent knowledge of financial procedures, VAT rules and employment costs is required for this position. He/she must also be proficient in the use of desktop office products such as Excel, Word and email.

The post-holder will be well organised and be able to co-ordinate and progress the tasks associated with the post on their own initiative. They must possess the ability to work effectively as part of a wider team. She/he must also have excellent communication and interpersonal skills and be committed to delivery of a superior service. Confidentiality and discretion of a very high level are expected.

**The competencies required for this post are:**

**Personal Effectiveness/Excellence:** Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload. Always strives to achieve high standards in the completion of tasks and in approach to working with people

**Teamworking:** Working together in a supportive manner to share tasks and information. Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Shows respect for the contribution of others. Will respond positively with the team to the need for change.

**Knowledge of the Organisation/Sector:** The ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information.

**Knowledge of Processes & IT:** Shows a willingness to engage with processes and technology. Is familiar with use of accounting packages, processes and terminology.

**Salary Scale:** \*€33,625 - €50,750 per annum

*\*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

**Closing Date:** 08 February 2016

**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) 1 700 5149.

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref #257: Financial and Administrative Officer Grade IV**

***Dublin City University is an equal opportunities employer***