



**Insight Centre for Data Analytics
Research Accountant (Grade V)
Fixed term contract up to August 2017**

Background

The Insight Centre for Data Analytics (<http://www.insight-centre.org>) is a joint initiative between researchers at University College Dublin, NUI Galway, University College Cork, and Dublin City University, as well as other partner institutions. It brings together a critical mass of more than 350 researchers from Ireland's leading ICT centers to develop a new generation of data analytics technologies in a number of key application areas.

The €88m Centre is funded by Science Foundation Ireland and a wide range of industry partners. Insight's research focus encompasses a broad range of data analytics technologies from machine learning, decision analytics and social network analysis to linked data, recommender systems and the sensor web. Together, with more than 30 partner companies, Insight researchers are solving critical challenges in the areas of Connected Health and the Discovery Economy.

Role & Function

We now wish to recruit a Research Accountant on a fixed-term full-time contract basis with primary responsibility for providing a highly professional and comprehensive implementation of a Site Resource Management system as well as financial management across all research programmes at the Insight Centre at DCU from all funding sources.

This position is based at Dublin City University. The post holder will work closely with the Site Senior Technician and Financial Support Officer. The post-holder will report to the Centre Manager and the Centre Director at DCU. The position forms part of a broader Operations team within Insight and the post-holder will be expected to collaborate closely with other members of the team.

The contract will be 2 years in the first instance, with potential for being extended as project funding is currently available to July 2019.

Duties and Responsibilities:

The duties and responsibilities of the position include:

Financial Management

- Manage, prepare and interpret finance and business reports, budgets, accounts, commentaries and financial statements.
- Work effectively with staff and management across all levels, both internally and externally, to track and report on financial management of projects and the Centre.
- Use strong financial analysis skills, including the ability to produce projections, to provide essential financial planning for the Centre.
- Produce timely, and accurate, financial reports for internal and external requirements.
- Coordinate financial planning and services support with Financial Support Officer for funding applications, individual project management reports, business development pipeline management, resource and planning.
- Generate financial summaries and meet with PIs and FIs individually on a regular basis to report and apprise them of the financial standing of their projects.

System Implementation and Management

- Provide professional and specialist advice to Site Senior Technician on the development, implementation and maintenance of Site Resource Management system.
- Employ IT skills and experience of working with financial management computer systems to design the system, which will track staffing and projects through the full lifecycle of their respective contracts.
- Review existing / in development Finance Office and RIS systems.
- Plan and schedule Site Resource Management system implementation
- Take full responsibility for setting out detailed systems specification.
- Liaise with all Centre Operations, Finance Office & RIS staff to clearly set out expectations and requirements for new system, making certain Site Resource Management system is complementary to Finance Office and RIS systems.
- Input to PIs and FIs on elements of proposed Site Resource Management system.
- Meet with Centre staff to understand their requirements in relation to periodic project and/or unit reporting.
- Communicate clearly and in a timely manner progress and concerns to Centre Manager and Centre Director.
- Post-implementation review and administration.
- Trouble-shoot anything that may arise during the implementation.

Any other relevant task as requested by the Centre Manager or Centre Director.

Qualifications and Experience:

Applicants should hold a recognised Accounting qualification, be a member of a recognised Accountancy Body, and/or holder of an equivalent third level qualification with a minimum of three years post-qualification relevant experience.

In addition, the successful candidate will have:

- Demonstrated experience of working in a multi- division organisation with an exposure to accounting for Research projects is a pre-requisite.
- Experience of managing or administering projects in complex environments (e.g. multiple partners / stakeholder institutions) is essential.
- Experience in the specification and implementation of finance systems/modules would be an advantage.

- Excellent communication and presentation skills with the ability to work on own initiative and also as part of a team.
- Strong analytical, administrative and good judgement skills are essential
- The ability to work effectively to deadlines; be able to supervise others to deliver their parts of a large project, and be able to negotiate supporting researchers who may travel extensively and work outside of customary business hours.
- A working knowledge of life-cycle of University-based research activity and requirements of researchers.
- Strategic evaluation and review skills with the ability to clearly highlight issues and identify solutions.
- Project Management qualifications would be desirable, but not essential.
- Proven experience with the Agresso financial management software system is essential.
- Advanced Excel skills (pivot tables, etc.) preferable and familiarity with Drupal and/or Sesame would also be desirable.

Closing date: Thursday 2nd July, 2015

Salary scales: €45,452 - €54,974*

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

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>

Informal Enquiries: Informal queries should be addressed to:

Dr. Joanne Dolan, Insight Centre Manager & Prof. Alan Smeaton, Insight Centre Director

Email: joanne.dolan@dcu.ie / alan.smeaton@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 #107: Insight Research Accountant

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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