



**Dublin City University**  
**Finance Office**  
**Research Accountant - Grade IV**  
**(Up to 9-Month Fixed-Term Contract)**

**Introduction**

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 Centers, Support Departments and Campus Companies.

**Position**

The Research Accountant will be responsible for providing a professional and comprehensive accounting and support service for a range of activities within the Finance Office and the University as a whole, as part of the Research Finance Team.

**Relationships**

The Research Accountant will report to the Research Finance Team manager (or nominee) and will liaise closely with other Finance Office staff, with colleagues in RIS and researchers within the University and also with outside funding agencies.

**Duties and responsibilities**

The post holder will be responsible for monitoring research grants and claims and producing reports to ensure that Principal Investigators, School and Senior Officers are provided with up-to-date budgetary information, all expenditure is within the designated rules and that funding is invoiced and received on a timely basis. These tasks will include but are not limited to the following:

- Preparation of expenditure claims for individual Research Projects to return to funders
- Developing relationships and dealing with queries from the DCU Research Community. Provide expert advice to those researchers on the financial and reporting requirements on a range of externally funded projects
- Administration of Research Grant applications and retention of back-up documentation for new approved projects
- Regularly liaise with the RIS and Human Resources departments to ensure a co-ordinated approach in the provision of research support services
- Communicating with external funders – to include Enterprise Ireland, European Commission and Science Foundation Ireland amongst others
- Gathering and presenting of information required for external audits. Dealing with queries both during and after the audits
- Assist in preparation of monthly and annual financial reports for Finance Office senior management
- Application of necessary financial and system controls within the Research Finance area
- Making decisions following correspondence with funders regarding financial reports and cash flow
- Supervision of junior staff as required

- The undertaking of such duties and responsibilities as may be assigned from time to time
- Confidentiality and discretion of a very high level is expected

### **Experience and Qualifications**

Ideally the successful candidate will hold an accounting qualification or currently be in the process of undertaking an accounting qualification and/or hold a relevant degree. Experience of the use of the Agresso accounting package or other similar accounting packages would be desirable. The applicant must have excellent communication and interpersonal skills, and be sensitive to the different requirements of a diverse University setting. The successful applicant will be well organised and be able to co-ordinate and progress the tasks associated with the post on their own initiative. S/he will be flexible and possess an ability to work effectively as part of the team.

### **The competencies required for this position are:**

**Personal Effectiveness/Excellence:** This is defined as the ability to continuously strive to learn about how things are done, why they are done that way and how the role impacts on everything and how processes can be continuously improved and also being effective in planning and managing own workload

**Team working:** This is defined as the ability to work together in a supportive manner and to share tasks and information. An ability to show respect for the contribution of others and to respond positively with the team, to the need for change

**Knowledge of Processes & IT:** Shows a willingness to engage with both processes and technology

**Problem solving & Decision Making:** Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision making

**Salary Scale:** \*Administrative Assistant Grade IV: €33,625 - €50,750 per annum

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

**Closing Date:** 22<sup>nd</sup> January 2016

**Informal Enquiries:** Informal queries should be addressed by email to Ms Audrey Barter, Research Reporting & Accounting Manager at [audrey.barter@dcu.ie](mailto:audrey.barter@dcu.ie)  
*Please do not send applications to this email address, instead apply as described below.*

### **Application Procedure:**

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149.

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref#240: Research Accountant**

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

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