



## **Finance Office, Research**

### **Accounts Assistant (Grade II)**

#### **Fixed term contract until Oct 2019**

DCU is a young, dynamic and ambitious university with a distinctive mission to transform lives and societies through education, research, innovation & engagement. Since admitting its first students in 1980, DCU has grown significantly both in student numbers and size. DCU currently has in excess of 17,000 students and operates across six campuses in the Glasnevin, Drumcondra and Citywest areas of Dublin. The University is committed to world-class research and creates new knowledge and technologies to enhance capabilities in four key areas: health technologies, information technology, sustainability and social resilience. DCU's excellence is recognised internationally with the University being ranked highly among leading global institutions

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 thirteen wholly owned commercial companies.

The Accounts Assistant will provide accounting and administrative support in a number of specified areas within the Research Finance Team, as part of the Finance Office and the University as a whole.

#### **Relationships:**

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

#### **Duties and responsibilities:**

The tasks will include but are not limited to the following:

- The post holder is responsible for the correct accounting of all income and expenditure including recording and posting journals.
- Set-up of new research projects on the Agresso financial system, ensuring the integrity of the supporting information and documentation.
- Administration of research grants applications and retention of back-up documentation for new approved projects.
- Reconciliation of research bank accounts and posting of cash lodgements.
- Assistance with the preparation of expenditure claims for individual research projects to return to funders.

- Working with the team to develop relationships and dealing with queries from the DCU research community. Provide information and advice on any queries they may have in relation to their research project.
- Gathering and presenting of information required for external auditors. Dealing with relevant queries arising from such audits.
- Liaise with external funding bodies as appropriate on transactions
- Working with Research team in the application of necessary financial and system controls within the Research Finance area.
- The undertaking of such duties and responsibilities as may be assigned from time to time

### **Experience and Qualifications**

Candidates must have a Leaving Certificate and have at least three years relevant experience in a computerised office environment. Candidates should also have a basic understanding of accounting procedures. Direct Accounts experience would be an advantage.

Good communication and administrative skills and a thorough knowledge of Microsoft Office applications are essential. Candidates should also have a basic understanding of accounting procedures. Direct Accounts experience would be an advantage. Confidentiality and discretion of a very high level is expected. Candidates must be dependable, willing to work in a team environment, good with figures, accurate and capable of working with a high volume of paper work to very strict deadlines.

**Salary Scale: €26,472 to €33,211\***

*\*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:** 6<sup>th</sup> Dec 2018

### **Application Procedure**

Informal enquiries to: Anthony Feighan, Head of Financial Planning, Dublin City University. Email: [Anthony.feighan@dcu.ie](mailto:Anthony.feighan@dcu.ie)

Application forms are available from DCU Current Vacancies (Job Vacancies for DCU Staff) website at <https://www4.dcu.ie/hr/vacancies/internal.shtml> and also 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 #1058 Accounts Assistant (Grade II)**

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

**DCU is an equal opportunities employer**