



**Dublin City University**

**Finance Office**

**Accounts Assistant Grade II**

**Full-time Permanent**

**Job Description:**

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.

The Accounts Assistant Grade II will be responsible for providing Accounts administration and support for a range of activities within the Accounts Payables section of the Finance Office and the University as a whole, as part of the Accounts Payables Team.

**Experience and Qualifications**

Candidates must have a Leaving Certificate, a secretarial/commercial qualification and at least three years relevant experience in a computerised office environment. Good communication and administrative skills and a thorough knowledge of Microsoft Office applications are essential. Candidates should also have a basic understand of accounting procedures. Direct Accounts payable 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.

**Relationships:**

The Accounts Assistant Grade II will report to the Supervisor or Manager (or nominee) of the Accounts Payables Section and will liaise closely with other Finance Office staff, with colleagues within the University and also with outside stakeholders.

**Duties and Responsibilities**

- The post holders are responsible for the accurate updating and maintaining of supplier records and files.
- The post holder will have responsibility for the Preparation, registering and posting of supplier invoices.
- Vouching, registering and posting of sundry invoices.
- Reviewing and Processing of staff expenses.
- The paying of Suppliers and staff in accordance with payment policies.

- The completion of reconciliations on Supplier accounts,
- The completion of Intrastat Returns.
- Administration of Tax Clearance Cert Database.
- Assist in month end close off procedures.
- Liaising with supplier in relation to queries on their accounts.
- Liaising with staff on any queries they may have in relation to expenses.
- Handling incoming and outgoing mail to ensure smooth processing of all paper work received and filing of documentation
- The undertaking of such duties and responsibilities as may be assigned from time to time.

While the duties of the Accounts Assistant II post are similar to those at a higher level, the responsibilities are less, and the post holder will work under supervision in a number of areas.

### **Experience and Qualifications**

Candidates must have a Leaving Certificate, a secretarial/commercial qualification and at least five years relevant experience in a computerised office environment. 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.

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

- 1. Personal Effectiveness / Excellence**  
Strives to complete tasks in a timely manner and achieve deadlines and be efficient in their approach to working with staff and suppliers in relation to payment matters.
- 2. Teamworking**  
Working together in a supportive manner as part of a team to share tasks and information while completing the administrative task of the department.
- 3. Accuracy and attention to detail**  
Complete tasks in an accurate and timely manner in accordance with the university's policies and procedures.
- 4. Communication**  
Communicates in a clear manner to suppliers and staff and actively listens to gain an understanding of procedures and processes.

Closing Date: 26 January 2018

Salary scale: €26,472-€33,211 Accounts Assistant

*Appointment will be commensurate with qualifications and experience.*

### **Application Process**

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 #759 Accounts Assistant**

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

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