



## **Finance Office**

### **Accounts Payable Team Lead**

#### **Permanent Contract**

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 a number of campuses in the Glasnevin and Drumcondra 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 Payable Team Lead will be responsible for managing and providing accounts administration support for a range of activities within the Accounts Payables function of the Finance Office and the University as a whole, as part of the Accounts Payables team.

#### **Relationships:**

The Accounts Payable Team Lead will report to the Controller Group Financial Operations and will liaise closely with other Finance Office teams, colleagues within the University and also with external stakeholders.

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

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

- Coordinate, support and training of Accounts Payable staff.
- Review and authorisation of all DCU and subsidiary company payments runs for suppliers and staff reimbursements.
- Manage the CORE Expense function and authorisation of expense reimbursement claims in accordance with public sector procedures, DCU policies and regulations, and ensure compliance with Revenue requirements.
- Ensure month-end close is completed and all reconciliations are carried out according to schedule including the review and sign off of monthly supplier reconciliations and other Balance Sheet accounts.

- Coordinate and assist in the development of Finance Systems upgrades, enhancements and process developments both within the Accounts Payable team and related to the purchase to pay cycle.
- Review and authorisation of DCU Revenue returns including the Bi-Monthly VAT return, VAT RTD annual returns, Monthly PSWT return, Quarterly RCT return, and ensure submission of same on ROS.
- Key point of contact for all Accounts Payable related queries from suppliers and staff.
- Prepare key performance indicators and metrics monthly, and implement any necessary actions to improve performance.
- Assist with the procurement of goods and services within the Accounts Payable team.
- Respond promptly to queries from external and internal auditors and assist the annual statutory audit as required.
- Liaise with both internal and external stakeholders to ensure services are being delivered in line with service expectations and aligned with the Finance Office Strategy.
- Document, update, implement existing and new policies and procedures and ensure they are communicated to the Accounts Payable team, as well as internal purchasing administrators.
- Ensure the Accounts Payable function has a strong focus on, and awareness of, internal controls including payment security measures.
- Lead and collaborate on projects as part of a continuous improvement program, including the utilisation of technology and financial systems to streamline business processes relating to the Procurement to Pay cycle.
- Prepare ad-hoc returns to external stakeholders, such as the Higher Education Authority and the Irish Universities Association, as required.
- Any other duties that may be assigned to the role

### **Experience and Qualifications**

The successful applicant must be an experienced Accounts Payable Team Lead (or equivalent) with a minimum of 3 years' experience leading an accounts payable team in a large, fast moving multi-entity environment. The applicant will hold a primary degree in a relevant business discipline, or possess a minimum of 3 years relevant experience together with a Certificate in Accounting or Accounting Technician qualification from a recognised body or other recognised qualification.

The successful applicant will be well organised and be able to manage, 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, offering support to colleagues when required.

The applicant must have excellent communication and interpersonal skills, and be sensitive to the differing requirements of a diverse University setting.

The applicant will have strong MS Excel skills and extensive experience with financial systems, as well as experience on system and/or process change project implementations.

A recognised professional accounting qualification while not essential would be an advantage in the role.

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

**1. Excellent Interpersonal Skills**

Coordinate a team of six Accounts Payable staff and allocate work accordingly. Engage with accounts payable personnel in subsidiary companies to co-ordinate the accounts payable function. Manage relationships with purchasing administrators in other departments, as well as other internal and external stakeholders.

**2. Team working**

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

**3. Prioritise Work**

This requires work to be prioritised in order to meet payment and other deadlines, as well as the requirements within both the Accounts Payable team and Finance Office.

**4. Accuracy and attention to detail**

Complete tasks in an accurate and timely manner in accordance with the University's policies and procedures.

**5 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, how the role impacts and how processes can be continuously improved, as well as also being effective in planning and managing own workload.

**6 Communication**

Communicates in a clear manner to suppliers, staff and other stakeholders, and actively listens to gain an understanding of procedures and processes.

**7 Knowledge of Processes & IT**

This is defined as having a willingness to engage with both processes and technology, and to drive efficiencies in operational activities in line with the Finance Office Strategy.

**Remuneration**

Salary Scale: €47,386 to €57,099\*

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:** 18<sup>th</sup> June 2019

## **Application Procedure**

Application forms are available at <https://www.dcu.ie/hr/vacancies/internal.shtml> from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500

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 you are applying for in your application and email subject line: Job Ref : #BCO624A Accounts Payable Team Lead

**DCU is an Equal Opportunities Employer.**