



Controller Group Financial Operations

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.

DCU's excellence is recognised internationally with the University being ranked highly among leading global institutions. DCU is the only Irish University that has been ranked in the QS Top 50 Universities in the world under 50 years old out of a total of almost 10,000 universities established since 1966. DCU is the Ireland's fastest growing University. It has a turnover of approximately €200m generated from the University's activities and from a significant commercial group of companies.

DCU is currently making strategic investments of more than €0.3bn, including a €0.2bn campus development plan. This development plan is supported by loan facilities from the European Investment Bank and the Ireland Strategic Investment Fund.

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 twelve wholly owned commercial companies.

The Controller Group Financial Operations will report directly to the Deputy Director of Finance. S/He will be a key member of the management team within the Finance Department and will work with the Deputy Director of Finance and other senior managers within the department in setting the strategic direction of the Finance Office in the context of the overall DCU group strategy.

The Financial Controller will have direct line responsibility for the financial operations function ensuring that a high level of service quality is consistently delivered and that there is continuous innovation in service delivery. In addition, s/he will have responsibility for specific project activities within the Finance Department. The Controller Finance operations will substitute for the Deputy Director of Finance as required.

Key Aspects of the role Include:

- Ensure that the financial processing services are provided in a professional and effective manner to DCU and all of its twelve subsidiary companies in key service areas including, Accounts Payable, Accounts Receivable, Academic Fees, Payroll, Travel and Subsistence Banking and Insurance.
- Management of the Fixed Assets throughout the group including additions, disposals depreciation and related policies and procedures.
- Management and development of the payroll processes of the Core HR and Payroll system.
- Management and development of all modules of the Agresso Financial System to support the services from Finance Operations.
- Deputising for the Deputy Director of Finance or Director of Finance as required
- Attendance at the DCU and DCU Commercial Group Audit Committee meetings
- Attendance at the DCU Governing Authority or subsidiary company board meetings as required.
- Representing the University on sectoral groups and projects through the Department of Education and Skills the Higher Education Authority or the Irish Universities Association.
- Development of a standard KPI report for Finance Office operations and the monitoring and routine reporting of performance of same.
- Monitoring and enhancing compliance controls and structures across the group to ensure effective control of the finance operating processes.
- Ensure appropriate operating procedures are established, kept under review and adhered to in line with the University and Commercial Group policies.
- Ensure compliance with relevant statutory and Government regulations.
- Ensure that the internal and external reporting requirements are met on a timely basis.
- Put in place measurements of customer satisfaction across the group with Finance Operations services and routine reporting thereon.
- Development of training plans for the teams to enable ongoing training and development and ensuring that a customer service ethos is imbued in staff.
- Managing and motivating service teams within the Finance Office.
- Liaising as required with key stakeholders both internally and externally including the Comptroller and Auditor General and the external and internal auditors in relation to group operations.
- Respond on a timely basis to requests for information from the statutory auditor (Comptroller and Auditor General) and external auditor, funding agencies and other external bodies.
- Responsible for the continuous process improvement strategy for Finance Operations services to the group and for setting out clear targets for delivery and implementation of the projects and the measurement of benefits thereon.
- Put in place service level agreements, where appropriate, with group companies
- Optimising the use of technology within the group in support of finance operations services for improvements in operational performance and service quality
- Liaising with the Operations Excellence unit to ensure that Finance Office projects are implemented in line with DCU group policy.

- Oversight and Control of balance sheet reconciliations produced on a monthly basis.
- Management of the quality of services throughout the Finance Office.
- Responsible for the periodic quality reviews of the Finance Office.
- Ensuring that relevant tax filing requirements are met in full by the due date.
- Oversight and control of bank accounts
- Other duties which may be assigned from time to time

Key attributes

- Qualified accountant with several years relevant post qualification experience in a senior role
- Strong commercial acumen
- Demonstrable experience of working in a complex environment
- Demonstrated ability to lead, manage and motivate teams within a fast paced dynamic and changing environment
- Proven track record in the delivery of similar services from a service centre and the monitoring of performance
- Ability to ensuring delivery of a superior customer experience and maintenance of internal and external service level standards
- Good operational knowledge of the various areas of responsibility within the role
- Project management experience
- Track record of the identification of ongoing process improvements and the implementation of change through the use of appropriate technology
- Ability to achieve tight deadlines
- Good working knowledge of the relevant Irish tax and other legislation.
- Knowledge of the Agresso financial system and the Core HR/payroll system would be a benefit

Personal characteristics

- Excellent leadership and team building skills
- Initiative and Proactive self-starter
- Excellent influencing persuasion and negotiating skills
- Ability to build positive relationships with colleagues in the University group and key external stakeholders
- Excellent interpersonal, written and oral communication skills
- Demonstrable problem solving ability
- Record of achievement

Remuneration

Salary Scale: €78,585 to €102,776*

* Appointment will be commensurate with qualifications and experience

Closing Date

5:00pm Friday 13 April 2018

Application Procedure

Informal enquiries to: John Kilcoyne, Deputy Director of Finance, Dublin City University. Email: john.kilcoyne@dcu.ie Tel: +353 1 700 8336

Application forms are available from the DCU Current Vacancies (open Competitions) website at <https://www4.dcu.ie/hr/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 #844 Controller Group Financial Operations**

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

All applications must arrive on or before the closing date.

DCU is an Equal Opportunities Employer