



**Financial & Administrative Officer**  
**Grade IV**  
**(Fixed term contract up to 30th September 2015)**

The Biomedical Diagnostics Institute [www.bdi.ie](http://www.bdi.ie) is a Science Foundation Ireland CSET (Centre for Science, Engineering and Technology) that is hosted at Dublin City University (DCU). The BDI comprises an Academic-Business-Clinical partnership that carries out cutting-edge research focused on the development of next-generation biomedical diagnostic devices for Point-of-Care and related applications.

We now wish to recruit a Financial & Administrative Officer who will be required to provide professional and comprehensive management and administration of the BDI's financial (budget, spending and financial reporting), and reporting (quarterly and annual reporting) functions.

**Duties and Responsibilities:**

Duties and responsibilities of the position include but are not restricted to the following:

**Financial**

- Manage the reporting of the BDI budget across all partner institutions
- Build relationships with and interact with the Finance Officers and Research Accountants with the respective Finance Offices of the partner Academic institutions
- Ensure close interaction with the BDI management team to ensure appropriate allocation of budget
- Provide support to PIs for financial planning and interact with funding agencies to facilitate reallocation in project budgets where required
- Provide financial reports to the Centre Director for the BDI management committees and external stakeholders
- Provide support to Centre staff for budgeting projections in the preparation of new research funding proposals

**General**

- Provide support in the Centre reporting function, including periodic reports to the relevant Centre management committees, quarterly reporting to the Oversight Board and in the preparation of the Centre's Annual Report to Science Foundation Ireland
- Provide administrative support as required in preparation for and running of regular Centre activities, including periodic committee meetings, bi-annual scientific plenary sessions, review meetings and other similar events
- Provide support to the Centre Administrator, Operations Director and Centre Director in the general administration of Centre activities

**Qualifications and Experience:**

Candidates must have a primary degree (preferably in business or accounting) and ideally have a minimum of two years relevant experience. Particular experience with the Agresso financial management software system would be a distinct advantage. While not essential, experience of providing administrative support in an academic research environment, would be advantageous.

**Competencies required for this post are:**

- **Personal Effectiveness/Excellence:** Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload
- **Communication:** Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.
- **Teamworking:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others. Will respond positively with the team, to the need for change
- **Knowledge of the Organisation/Sector:** The ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information

**Closing Date:** 31<sup>st</sup> January 2014

**Salary scales:** €37,361 - €50,750  
€33,625 - €45,675\*

\*Applies to new entrants to the public sector after 01 January 2011  
Appointment will be commensurate with qualifications and experience

**Note: Remuneration Policy for Permanent Staff**

Where a permanent staff member is promoted to a higher level post which is fixed term in nature, remuneration will be by way of the following: salary is calculated on the basis of the more favourable of (i) the difference between the current point of scale and the 1<sup>st</sup> point of the higher scale OR (ii) a double increment calculated by reference to the staff member's current point of scale and the previous/next point of scale x 2, depending on their point of scale.

**Application forms are available from:** <http://www4.dcu.ie/hr/vacancies/current.shtml> and from the 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***