



Science and Technology Enhancement Platform (STEP)

Financial & Administrative Officer (Grade IV)

(Fixed term contract up to 3 years)

The Science and Technology Enhancement Platform (STEP) at DCU are recruiting a Financial & Administrative Officer for the Research Administration Unit. The Financial & Administrative Officer will be responsible for providing a professional and comprehensive administrative and project management service to research projects. The role will support a range of activities associated with large research awards, including but not exclusively projects funded by the European Commission, Science Foundation Ireland and other national or international agencies. The appointed Financial & Administrative Officer will be managed by the STEP Research Operations Manager. The workload will be distributed across the projects in line with their operational and deadline needs and the needs of the unit.

Duties and Responsibilities:

The successful candidate will provide post award administration and project management support across several projects as determined by the Project Coordinators and STEP Research Administration Manager.

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

- In close collaboration with the STEP Operations Manager manage the financial administration function in the STEP Administration Unit which includes support for National Research Centres and a large number of STEP supported research Projects.
- Provide high level Financial support and monthly financial reports to the STEP Operations Manager, Centre Directors and PIs for management and reporting purposes highlighting potential issues (i.e, overspends) and deviations from budget.
- Liaise closely with the PI's, Finance office and project research teams to ensure appropriate allocation of research budgets, accurate and correct spend, compliant and timely reporting. Work to anticipate and resolve any financial or operational issues arising.
- Provide comprehensive budget and financial planning support to PIs/Researchers supported by the STEP Administration Unit in the preparation of new applications, in consultation with the Finance Office, Research Support Office and DCU Research and Enterprise Hubs.
- Provide appropriate advice and financial information to the STEP Operations Manager, Centre Directors and PIs and STEP Unit Project Administrators in all areas of Financial Administration relating to Unit support research.
- Provide support in the collation and compiling of summary reporting for relevant management committees.
- Work with relevant Stakeholders to compile and submit project financial reports prior to and in consultation with the Finance office, using the relevant on-line system as required.

- Oversee and support the procurement function for the unit, including day to day purchasing, formal requests for proposals and tendering, in accordance with public sector procurement regulations.
- Ensure STEP Unit is compliant with both DCU and Funding Agency Financial Procedures and regulations.
- Build relationships with and interact with key internal and external including other DCU Departments, partner Academic Institutions and Industrial Collaborators.
- Provide administrative support as required in preparation for and running of regular Unit activities, including the organisation and monitoring of regular research project meetings, seminars, workshops and other similar events.
- Other tasks as determined by the STEP Operations Manager.

Qualifications and Experience:

The post-holder must possess a primary degree or equivalent and at least three years relevant work experience. Applicants for this post must have a proven track record in project management preferably in a higher education environment. A project management qualification, and experience in managing both EU and Nationally funded projects would be a distinct advantage. An excellent knowledge of Funding Agency regulations and Financial procedures is required for this position. S/he will be well organised, be able to co-ordinate and progress the tasks associated with the post on their own initiative and contribute to the on-going development, refinement and co-ordination of the management processes. The post-holder must possess the ability to work effectively as part of wider project teams. She/he must also have excellent communication and interpersonal skills and be committed to delivery of a superior service.

Competencies required for this post are:

- **Building & Maintaining Relationships:** Ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Ability to take a focused approach to developing contacts throughout DCU.
- **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.
- **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

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

Closing Date: 15 October 2014

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

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