



Student Support & Development
Financial Administrator
(Grade IV) Permanent

Student Support and Development (SS&D) is made up of a broad range of units serving the professional, academic and personal development and support needs of a diverse student population. The units within SS&D comprise of the Student Advice Centre, the Access Office, the Careers Office, Counselling & Personal Development, the Disability & Learning Support Unit, the Inter Faith Centre, the INTRA Work Placement Unit, the Sports Development Unit and the Student Health Centre.

SS&D is currently seeking a Financial Administrator (Grade IV). This role will be initially positioned as part of central administration but may as the needs of the wider Unit develop, be placed within another Unit of SS&D or be delegated different responsibilities upon the request of the Director of SS&D.

The successful candidate will provide two key functions for the Unit. Firstly to administer the Student Assistance Fund, which is a fund made available to students through the ESF to help students in financial need during their time at the University. Secondly to provide assistance to the Director with the SS&D budget in terms of oversight, allocation of funding, audits and general financial management. This role will be cross-campus and staff will be expected to work on any of the DCU campuses as required.

Duties and Responsibilities:

The duties and responsibilities of the position include, but are not restricted to the following activities:

Student Assistance Fund Administration:

- Assessment of student applications for the Student Assistance Fund.
- Marketing of the student assistance fund.
- Administration of the allocation of funding to students who have successfully applied for funding.
- Maintaining and developing the online application system through CRM.
- Meeting and advising students where required and dealing with queries.
- Organising transactions to students.
- Managing audits and answering any queries that arise.
- Provision of workshops on budgeting and financial planning for students.

- Liaison with the Finance Office and other relevant units in DCU.

Financial Management

- Provide financial management, analysis and reporting of the SS&D budget to the Director and Heads of Unit within SS&D.
- Provide monthly end of year reports to the Director and assist with financial forecasting, highlighting potential issues (i.e. overspends) and deviations from budget with follow up to problem resolution.
- Liaise with Unit Heads and Finance Office to ensure accounts are up to date at all times.
- Prepare budget submissions to the relevant Committees.
- Prepare funding proposals for external calls when required.

General

- Deliver training on Agresso for SS&D staff where required.

Qualifications and Experience:

Applicants should have a primary degree; in addition it is desirable that the candidate have:

- A minimum of three years relevant work experience, preferably in a third level environment.
- At least three years' experience with account management and audits.
- Proven record of managing and executing projects within a tight timeframe.
- At least 3 years' experience managing budgets and working within budget/resource restrictions.
- At least 3 years' experience of Agresso or a finance system.
- At least 3 years' experience of a CRM system.
- Proven organizational and IT Skills.
- Excellent interpersonal and communication skills.
- Ability to deal with complexity and potentially difficult interactions on financial matters.
- Experience working with students in a third level environment on an advisory basis, with a solid understanding of the challenges students face.
- At least 3 years' experience providing workshops to large and small groups of students.

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.
- **Building & Maintaining Relationships:** Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU
- **Problem solving and Decision-Making:** Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision-making
- **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: €33,625 - €50,750

Appointment will be commensurate with qualifications and experience.

Closing date: Friday, 6th January, 2017

Informal Enquiries:

Informal enquiries may be addressed to Dr. Claire Bohan, Student Support and Development, Dublin City University, Dublin 9. Email: Claire.bohan@dcu.ie Please do not send applications to this email address, instead apply as described below.

Application Procedure

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 453 Financial Administrator.

Applications should be submitted by email to 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: Insert hr.applications@dcu.ie

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