

Insight Centre for Data Analytics
Financial & Project Support Officer (Grade IV)
Fixed term contract up to July 2019

Background

The Insight Centre for Data Analytics (<http://www.insight-centre.org>) is a joint initiative between researchers at University College Dublin, NUI Galway, University College Cork, and Dublin City University, as well as other partner institutions. It brings together a critical mass of more than 350 researchers from Ireland's leading ICT centers to develop a new generation of data analytics technologies in a number of key application areas.

The €88m Centre is funded by Science Foundation Ireland and a wide range of industry partners. Insight's research focus encompasses a broad range of data analytics technologies from machine learning, decision analytics and social network analysis to linked data, recommender systems and the sensor web. Together, with more than 30 partner companies, Insight researchers are solving critical challenges in the areas of Connected Health and the Discovery Economy. Current project funding is to July 2019.

Role & Function

We now wish to recruit a Financial & Project Support Officer on a fixed-term full-time contract basis with primary responsibility for providing administrative support across the Centre's functions for finance, personnel and reporting. The post-holder will be required to provide professional and comprehensive coordination and administration of Insight DCU's financial (budget, spending and financial reporting), human resources support (recruiting, hiring, training, review) and reporting (quarterly and annual reporting) functions across all research programmes at the Insight Centre from all funding sources.

This position is based at Dublin City University. The post holder will work closely with Insight's Research Accountant and Project Officers and will report to the Centre Manager and the Centre Director at DCU. The position forms part of a broader Operations team within Insight and the Financial & Project Support Officer will be expected to collaborate closely with other members of the team.

Duties and Responsibilities:

The duties and responsibilities of the position include:

Financial

Day-to-day support for all aspects of the financial operations, including acting as the point of contact for financial transactions:

- Support financial reporting of all Insight Centre research at DCU across all funding streams. Working closely with the Research Accountant, contribute to producing financial reports to the Centre Manager and the Centre Director for oversight and management committees and external stakeholders, including funding bodies.
- Maintain accurate entries and cash flow reporting on all online systems, including Agresso and TORA.
- Liaise closely with individual Principal Investigators, Funded Investigators, and DCU Finance Office to ensure appropriate allocation of research budgets, accurate and correct spend, and compliant and timely reporting.
- Work to anticipate and resolve any financial or operational issues arising, tracking and reporting on accounts on a monthly basis.
- Liaise with research leaders and provide ongoing financial planning support within active projects.
- Engage with DCU Finance Office and funding agencies to facilitate reallocation in project budgets where required.
- Assist Centre staff with budgeting projections in the preparation of new research funding proposals.
- Oversee and support the procurement function for the Insight Centre at DCU, including day to day purchasing, formal requests for proposals and tendering, in accordance with public sector procurement regulations.
- Manage Insight Purchasing System including accounts payable (invoicing, supplier queries and liaison with the Finance Dept. Set up suppliers on the system, assist vendors with payment/invoicing issues, and oversee bank transfers for payments.
- Build relationships with and interact with individuals across DCU Finance Office and RIS and ensure that all Insight Centre financial management at DCU is in line with DCU Finance Office regulations and requirements.

General Administration

- Provide support to the Research Accountant in the Centre reporting function, including periodic reports to the relevant Centre management committees, quarterly reporting to the external Governance Board and in preparation of the Centre's Annual Reports to Science Foundation Ireland.
- Work with Centre staff running conferences by setting up mechanisms to process conference payments and costs.
- Provide support to the Centre staff, Centre Manager and Centre Director in the general administration of Centre activities.

Human Resources Administration

- In conjunction with members of the Operation team, establish and maintain processes for personnel administration across projects within the Centre and report on the allocation of time and resources across projects and funding sources.
- Maintain staff lists and contact information of Insight Centre staff at DCU and provide information for staffing profiles on Centre website.
- Provide recruitment support and co-ordination across all Insight Centre research groups and projects at DCU. Assist job specifications preparation and administrative support throughout the hiring process, liaising with HR as appropriate.

Qualifications and Experience:

The post-holder must possess a primary degree or equivalent, in addition it is desirable that applicants have

- A minimum of three years relevant work experience.
- Knowledge of Research Centre and University Financial procedures is an essential requirement for this position.
- Strong organizational skills, be able to co-ordinate and progress the tasks associated with the post on own initiative and contribute to the on-going development, refinement and co-ordination of the Centre's financial processes.
- The ability to work effectively as part of a wider team.
- Excellent communication and interpersonal skills and be committed to delivery of a superior service.
- The ability to work in a busy environment that may present frequent disruptions to meet the needs and requests of Centre staff.
- Experience with research budgets, including projections.
- Particular experience with the Agresso financial management software system is

essential.

- Microsoft Excel competence and familiarity with Drupal and/or Sesame would also be desirable.
- Ideally the successful candidate will hold an accounting qualification or currently be in the process of undertaking an accounting qualification.

Competencies required for this post are:

- **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
- **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 his/her 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.
- **Team working:** 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.

Closing date: 21st June 2018

Salary scales: *€34,971 - €52,268

**Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Grade IV salary scale, in line with current Government pay policy.*

Informal Enquiries: Informal queries should be addressed to:

Dr. Breda Kiernan, Insight Centre Manager

Email: breda.kiernan@dcu.ie

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <https://www.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 #911 Financial & Projects Support Officer, Insight

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. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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