



Insight Centre for Data Analytics

Research Accountant

Fixed term contract up to 18 months

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 450 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.

Role & Function

We wish to recruit a Research Accountant on a fixed-term full-time contract basis with primary responsibility for providing a professional service for tracking and reporting of financial and KPI performance across the research programmes at Insight@DCU from all funding sources. The Research Accountant will track, report and manage the financial performance and KPI performance of the Centre and will be involved in the recruitment process for new staff and students within the Centre.

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

Duties and Responsibilities:

The duties and responsibilities of the position include:

- Manage, prepare and interpret finance and business reports, budgets, accounts, commentaries and financial statements.
- Oversee all financial administration, including invoicing of client companies, cash flow and cost share reporting, journals, correspondence, Form Cs, project set up, procurement, payment of suppliers, dealing with queries, resolving any issues.
- Assist with research proposal budgeting.
- Track, manage and prepare KPI reports for the Centre, as requested.
- Where projected performance deviates from actual performance related to these KPIs, the Research Accountant is expected to highlight to the Centre Manager and Centre Director.

- Work effectively with staff and management across all levels, both internally and externally, to track and report on financial management and KPIs of projects and the Centre. This may include liaising with industry partners and international funding agencies from time to time.
- Work closely, as required with DCU Finance Office and NUIG Finance Office and Research Accountants to ensure timely and accurate reporting on INSIGHT activities.
- Use strong financial analysis skills, including the ability to produce projections, to provide essential financial planning for the Centre.
- Produce timely, and accurate, financial reports for internal and external requirements.
- Coordinate financial planning and services support with members of the Operations Team for funding applications, individual project management reports, business development pipeline management, resource and planning.
- Working with the Project Officers, manage the recruitment process where required for new staff and students.
- Generate financial summaries and meet with PIs and FIs individually on a regular basis to report and apprise them of the financial standing of their projects.
- Build and maintain relationships with and interact with key stakeholders across the Support Units within DCU, eg. Finance, RIS and HR, to ensure accurate and timely reporting and progress of the projects against deliverables.
- Ensure a good working relationship with other team members across the other Insight sites and Insight Central Operations.
- Undertake any other duties that may be assigned by the Centre Manager, Centre Director or his/her nominee.

The successful candidate will also be expected to:

- Maintain awareness of activities across Insight@DCU and enhance organizational efficiency across programmes.
- Have the ability to work with a high degree of autonomy and professional effectiveness (meeting deadlines, prioritizing, delivering quality work etc.) is essential, as is the quality of discretion.
- Have the ability to communicate information very accurately and apply good judgement, such as in deciding when issues should be escalated.
- Be able to work well in a team. This trait is essential, as are flexibility, responsiveness and a service focus.

Qualifications and Experience:

- Applicants should hold a primary degree with a minimum of three years post-qualification relevant experience.
- A recognized Accounting qualification & membership of a recognized Accountancy body is strongly desirable

In addition, the successful candidate will have:

- Demonstrated experience of working in a multi-division organization and an exposure to accounting for Research projects is a pre-requisite.

- Experience of managing or administering projects in complex environments (e.g. multiple partners/stakeholder institutions) is essential.
- Excellent communication and presentation skills with the ability to work on own initiative and also as part of a team.
- Strong analytical, administrative and good judgement skills are essential.
- The ability to work effectively to deadlines; be able to supervise others to deliver their parts of a large project, and be able to negotiate supporting researchers who may travel extensively and work outside of customary business hours.
- A working knowledge of life-cycle of University-based research activity and requirements of researchers.
- Strategic evaluation and review skills with the ability to clearly highlight issues and identify solutions.
- Project Management qualifications would be desirable, but not essential.
- Proven experience with the Agresso financial management software system is essential.
- Advanced Excel skills (pivot tables, etc.) are preferable and familiarity with Drupal and/or Sesame would also be desirable.
- Excellent project management skills with a demonstrated track record in successful project delivery from inception to release
- Strong focus on delivering results in line with academic objectives
- Experience In successfully leading and/or supporting teams
- Demonstrated experience of managing and prioritising a varied workload and must show flexibility and adaptability in their approach to tasks.
- Exceptional communication skills, both written and oral
- Excellent interpersonal skills and an ability to build and nurture relationships
- Strong problem solving and analytical skills and an ability to learn quickly
- High level of proficiency in IT packages including MS Office, MS Project etc.

Closing date: 4th June 2018

Salary scales: €46,917 - €56,534*

**Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Grade V 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

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 <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 Reference 886A Research Accountant, Insight Centre for Data Analytics

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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