



**ADAPT
Research Accountant
(Fixed Term Contract to December 2020)**

The ADAPT Centre is Ireland's global centre of excellence for digital content technology. It combines the expertise of researchers at four universities (Trinity College Dublin, Dublin City University, University College Dublin, and TU Dublin) with that of its industry partners to produce ground-breaking digital content innovations. ADAPT brings together more than 150 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. ADAPT partners are successfully advancing the frontiers of content analysis, machine translation, personalisation, e-learning/education, media technologies and spoken interaction, as well as driving global standards in content technologies.

With €50m in research funding from Science Foundation Ireland and industry and with ambitious targets for additional new funding under EU H2020 and other programmes, ADAPT is seeking talented individuals to join its growing team. Our research and technologies will continue to help businesses in all sectors to achieve unprecedented engagement among customers, companies and communities.

The ADAPT Centre is seeking to appoint a Research Accountant on a fixed-term full-time contract basis with primary responsibility for providing a professional service for providing a professional service for tracking and reporting of financial and KPI performance across the research programmes at ADAPT DCU from all funding sources. The Research Accountant will track, report and manage the financial 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 ADAPT's Associate Director for Operations. The position forms part of a broader Operations team within ADAPT and the Research Accountant will be expected to collaborate closely with other members of the Operations team, including ADAPT's Financial Administrator at Trinity College Dublin as ADAPT lead institution.

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 financial 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 Associate Director (Operations) and Centre Deputy 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 ADAPT TCD Finance Administrator to ensure timely and accurate reporting on ADAPT 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 Project Officers and Principal Investigators, 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, e.g. 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 ADAPT sites and Operations team.
- Undertake any other duties that may be assigned by the Associate Director of Operations or his/her nominee.

The successful candidate will also be expected to:

- Maintain awareness of activities across ADAPT 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: 27th May 2019

Salary scale: *€47,386 - €57,099

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

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Informal Enquiries:

Informal enquiries may be addressed to Paraic Sheridan, Associate Director (Operations), ADAPT Paraic.sheridan@adaptcentre.ie. **Please clearly state the role that you are applying for in your application and email subject line** 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://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax +353 (0)1 700 5500 Email: hr.applications@dcu.ie.

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

Along with the application form, please submit a Cover Letter and a CV (maximum 2-3 pages).

Please clearly state the role that you are applying for in your application and email subject line: Job Reference #RF1203A Research Accountant, ADAPT

Dublin City University is an equal opportunities employer