



JOB DESCRIPTION

Financial Accountant Professional 4 Finance Office Permanent

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

The Finance Office has overall responsibility for the financial environment within the University and provides a comprehensive range of services to DCU Faculties, Schools, Research Centres, Professional Support Departments, and Campus Companies.

Role Profile

DCU are seeking a Financial Accountant to join our Financial Reporting team within the Finance Office. The Financial Reporting team have a range of responsibilities, including across the month-end and annual statutory reporting cycles. Reporting to the Assistant Financial Controller and performing a hands on role, the Financial Accountant will contribute towards achieving the financial reporting team's objectives.

Duties and Responsibilities

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

- Assist with the production of year-end financial statements for the University, including the preparation of the annual consolidated financial statements
- Assist the Financial Reporting team responding to internal and external audit information requests, ensuring information provided is accurate, clear and provided in a timely manner
- Ensure month-end tasks and reconciliations (including bank and intercompany) are completed on time and in line with the group wide month-end programme
- Assist the Financial Reporting team's oversight and management of the month-end programme across the finance function.
- Perform monthly detailed reviews of expenditure and certain income general ledger accounts, along with variance analysis
- Review Fixed Asset suspense accounts monthly to ensure balances are being cleared out in a timely manner and the relevant balance sheet accounts are nil at the year-end
- Perform depreciation reasonableness test on the University monthly depreciation charge and highlighting any issues to the Fixed Asset Accountant and Assistant Financial Controller
- Post accurate DCU monthly recharge journals, internal transfer journals and miscellaneous journals to the financial system
- Prepare and post monthly prepayments and recurring accrual journals including core expense claims
- Responsibility for petty cash ensuring all returns are received from Departments and reconciled to the financial system
- Responsible for the preparation, reconciliation, and analysis of, the DCU VAT return
- Ensure Group policies and procedures are adhered to
- Actively support Finance Office transformation initiatives
- Assisting the Assistant Financial Controller with ad-hoc queries and requests as they arise

Qualifications and Experience

- Qualified accountant (ACA/ACCA/CIMA/CPA or similar) with 2 years' relevant experience, ideally in a large organisation
- Proficiency in accounting systems software
- Strong attention to detail and organisational skills
- Ability to multitask and work in a fast-paced environment
- Self-motivated with good communication skills
- Ability to produce, analyse and report on relevant management information in support of business decision making and business enhancement
- Excellent interpersonal, written and oral communication skills

Essential Training

The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.