Accounts Payable Analyst
Professional 3 (P3)
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 the DCU Commercial Group of Companies.

Role Profile

The Accounts Payable Analyst role will be responsible for providing accounts administration support for a range of activities within the Accounts Payables function of the Finance Office and the University as a whole, as part of the Accounts Payables team.

The Accounts Payable Analyst will report to the Accounts Payable Team Lead and will liaise closely with other Finance Office teams, colleagues within the University and also with external stakeholders.

Duties and responsibilities:

These tasks will include but are not limited to the following:

- Responsible for the preparation and processing of the larger complex payment runs within the DCU group, and to ensure payments are made in accordance with public sector procedures, legislation, and DCU policies and regulations.
- Ensure weekly interfaces between the Agresso Financial System and Revenue On-Line Services are completed.
- Working knowledge of Tax Clearance Certificates, Relevant Contract Tax, VAT & Professional Service Withholding Tax.
- Perform key monthly balance sheet reconciliations and demonstrate a working knowledge of the difference between the P&L and Balance Sheet.
- Review of DCU AP Control Accounts & manage debit balances.
- Provide cover for the Accounts Payable Lead when required to ensure that all aspects of the accounts payable function are delivered, including but not limited to month end, payment runs, and ensuring adequate controls are in place.
- Support the Accounts Payable team as required in the delivery of weekly operations, including but not limited to scanning, supplier setup, matching, and payment processing.
- Assist the Accounts Payable Team Lead and fellow team members to respond to audit requests for information.
- Assist in the development of Finance Systems upgrades, enhancements and process developments. Undertake user acceptance testing during implementations and provide training to the Accounts Payable team and other staff within and outside the Finance Office undertaking accounts payable tasks in the Purchase to Pay Cycle.
- Assist the Accounts Payable Team Lead to ensure that accounts payable information is up-to-date and accurate on the DCU website, as well as ensuring all automatic alerts from financial systems to third parties are updated as required and functioning appropriately.
- Assist the Accounts Payable Team Lead with the preparation and maintenance of a high quality, searchable, and user friendly standard operating procedures manual for the Accounts Payable team.
- Assist with the organisation and running of process improvement workshops in relation to the Purchase to Pay cycle, including engagement with internal and external stakeholders.
- Support the Accounts Payable Team Lead in system and process improvements in line with the Finance Office strategy, to ensure service levels are delivered in line with required expectations.
- Provide internal support for the Document Scanning software, and engage with the vendor to ensure any issues are resolved in the timely manner.
- Preparation of monthly supplier reconciliations.
- Contribute to team project initiatives including those relating to the Proactis invoice scanning software
- Any other duties that may be assigned to the role.

Qualifications and Experience:

Minimum Internal Service Criteria
Please note that internal service criteria will apply

Please note staff must have successfully completed their probationary period

Essential Experience: Candidates must have a Leaving Certificate and at least four years relevant experience in an Accounts Payable role.

Desirable Experience: The applicant will have strong MS Excel skills and extensive experience with financial systems. The applicant must have excellent communication and interpersonal skills, and be aware of the differing requirements of a diverse University setting.

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.