



JOB DESCRIPTION

**Finance Assistant
Professional 3 (P3)
Student Support and Development
Permanent contract**

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

Student Support and Development (SS&D) provides personal and professional development and

support to students at DCU and is a busy and diverse Unit which includes the Access Office, the Careers Service, Chaplaincy, Counselling & Personal Development, Disability & Learning Support, Financial Assistance, Student Advice Centre, Student Learning, and the Student Health Centre. Further information on Student Support & Development can be found at: <http://www.dcu.ie/students/>.

Role Profile

SS&D is currently seeking an individual with excellent administrative, IT, communication and interpersonal skills, to provide central administrative assistance for the administration of the Student Assistance Fund, bursaries, other hardship related supports and financial administration for the unit. The individual will be primarily located on the DCU Glasnevin campus. They will work with the Financial Administrator and with the Director/Deputy Director of SS&D.

Duties and Responsibilities

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

- Administer financial accounts, purchasing and invoicing, using University systems and processes.
- Point of contact and liaison for student queries and directing them on to the appropriate personnel or service as required.
- Actively monitor email accounts and liaise with students as necessary.
- Be responsible for the input of data on University systems and pull reports on a regular basis.
- Update information on relevant websites using Drupal.
- Assist with statutory and end of year returns.
- Provide administrative assistance for the unit including minute taking, project work and assistance with strategic/operational initiatives.
- Participate in regular team meetings and represent the unit at working groups, committees and events as appropriate.
- Provide administrative assistance to central services as appropriate.

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply.

Please note staff must have successfully completed their probationary period.

Qualifications and experience

Candidates must hold a Leaving Certificate, a recognised secretarial qualification (NFQ level 5) or equivalent.

Essential Criteria

The successful individual will also have:

- Excellent customer service skills and empathy with people seeking personal assistance
- Experience dealing with issues of a sensitive nature
- Excellent communication and administrative skills, and a thorough knowledge of Microsoft Office applications is essential
- A minimum of three years relevant experience working in an office environment
- A solid comprehension of accounting procedures and excellent attention to detail

Desirable Criteria

In addition, the successful candidate will ideally have:

- a knowledge of CRM, Drupal and Agresso would be a distinct advantage