



Applications are invited from suitably qualified candidates for the following position

**Accounts Assistant
Professional 2
School of Biotechnology
Permanent Contract (0.5 FTE)**

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

Overview of the department

The School of Biotechnology is an important strategic academic unit in the Faculty of Science and Health at Dublin City University. The School is unique in having established a multidisciplinary academic team with expertise in biochemistry, genetics/genomics, microbiology, immunology, molecular virology, bioinformatics and bioprocess engineering within a single departmental unit, thus encouraging an interdisciplinary approach to teaching and research. This is reflected in its our

flagship programmes, BSc in Biotechnology, BSc in Genetics and Cell Biology, MSc in Bioprocess Engineering (MSBE) and MSc in Precision Medicine (MDPM).

Role Profile

The successful individual will work on a permanent part time basis, mornings only and will report to the Head of School. The individual will be part of the overall administrative staffing within the school supporting the School Budget, Research and Teaching committees. The individual will work closely with the Purchase officer and the School Administrator and must have strong organisational skills together with excellent interpersonal skills.

Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience

- Individuals must hold a leaving certificate or equivalent and three years relevant experience.
- Individuals must have experience in processing invoices.
- Dealing professionally and competently with students, staff and employers is essential.
- Strong organisational skills together with excellent interpersonal skills.
- High proficiency with IT programmes (Word, Excel and PowerPoint).
- Experience with Drupal would be advantageous but is not required; the individual must be willing to acquire new skills such as Drupal and other packages.
- Ability to be flexible, work as part of a team, under pressure and to tight deadlines.

Individuals will be expected to work mornings only but on occasion they may be required to be flexible, as there may be occasions when early starts or afternoons will be required.

Essential Training

The individual will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

Salary Scale:

Professional 2 - €31,678 - €38,731 (pro-rata)

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Friday, 3rd November 2023

Additional Information

Additional Information: Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Professor Christine Loscher, Head of School of Biotechnology, Dublin City University.

Phone + 01 700 5244 Email: christine.loscher@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 website at

<https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>

Applications should be submitted by e-mail with your completed application form to

hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:

#RC230904a Accounts Assistant

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)