



## **JOB DESCRIPTION**

**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**

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

- Working with the Agresso system to reconcile invoices with Purchase Order details and approve payments from School and Research accounts.
- Perform checks and calculations to ensure transactions are correct.
- Working with Agresso reports and excel spreadsheets.
- Filing of invoices and associated paperwork.
- Answer supplier queries and resolve invoice related issues.
- Assist in closing unreconciled orders to maximise budgets.

The person will also be assigned some administrative duties which could include

- Preparation of documents, correspondence and presentations requiring the use of MS Office applications, facsimile, the web and email
- Arranging meetings and assisting with seminars/workshops and events, including room bookings, preparation of agendas, minuting meetings and other relevant documentation and making travel arrangements
- Maintaining relevant electronic and hardcopy files
- Maintaining and updating email lists, databases and website content
- Raising purchase orders and the approval of invoices using the Agresso System, and maintain appropriate records in relation to same
- Liaison as appropriate with other university units, such as Finance, Registry, Estates Office, Library, Information Systems & Services, etc. and with external agencies and individuals and any other duties as may be assigned by the Head of School.
- Assisting with the sharing of work, where necessary with the School Administrator.
- Any other duty which may be assigned from time to time by the Head of School.

## **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.