



## **JOB DESCRIPTION**

### **Accounts Payable Analyst - P3 Finance Office 11 Month Fixed Term Contract**

#### **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.

#### **Finance Office**

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 accountable 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:

- Accountable 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.
- Assist 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 answer 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.
- Support 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 in 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:**

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 skills, and be mindful of the differing requirements of a diverse University setting.

### **The competencies required for this post are:**

#### **Team working**

This is defined as the ability to work collectively in a supportive manner, to allocate tasks and information. An ability to show respect for the contribution of others and to reply positively to the need for change.

#### **Prioritise Work**

This requires work to be prioritised in order to meet payment and other deadlines, as well as the requirements within both the Accounts Payable team and Finance Office.

#### **Accuracy and attention to detail**

Complete tasks in an accurate and timely manner in accordance with the University's policies and procedures.

#### **Personal Effectiveness/Excellence**

This is defined as the ability to continuously strive to learn about how things are done, why they are done that way, how the role impacts and how processes can be continuously improved, as well as also being effective in planning and managing one's own workload.

#### **Communication**

Communicates in a clear manner to suppliers, staff and other stakeholders, and listens to gain an appreciation of procedures and processes. The successful candidate should also demonstrate an eagerness and passion for the role and show initiative when dealing with internal and external stakeholders.

#### **Knowledge of Processes & IT**

This is defined as having a willingness to engage with both processes and technology, and to drive efficiencies in operational activities in line with the Finance Office Strategy.

**Mandatory 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.

### **Salary Scale.**

Professional 3 - €37,780 - €47,906\*

*\*Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the relevant salary scale in line with current Government pay policy.*

**Closing Date:** Friday 23rd of June 2023

**Informal enquiries to:**

Informal enquiries should be directed to Andrew Brady, Accounts Payable Team Lead [andrew.brady@dcu.ie](mailto:andrew.brady@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 (Open Competitions) website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>. Applications must be submitted by e-mail to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie).

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

**Job Ref: #ST1869 Accounts Payable Analyst - P3**

**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.**