



JOB DESCRIPTION

Accounts Payable Assistant Finance Office Permanent Contract

Dublin City University

Dublin City University (www.DCU.ie) 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 and Transformation’, it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU’s ranking among the top 2% of universities globally. It also consistently features in the world’s Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions’ contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also 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, Support Departments and thirteen wholly owned commercial companies. These services include accounts payable services, which include the processing of approved payments to a large and diversified base of suppliers, research partners and other parties, including those associated with capital projects.

The Accounts Payable Assistant 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.

Role Profile

The Accounts Payable Assistant role 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 a number of payment runs within the DCU group, including the payment of DCU staff expenses, whilst ensuring payments are made in accordance with public sector procedures, legislation, and DCU policies and regulations.
- 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.
- Responsible for ensuring Professional Service Withholding Tax (PSWT) is deducted appropriately to payments and PSWT returns are submitted on the Irish Revenue system - ROS, in line with ePSWT guidelines.
- Maintenance of the Core expenses helpdesk ticket system, providing assistance to DCU staff in relation to the submission of expense and credit card claims, whilst also ensuring claims are in line with DCU policies and procedures.
- Assist the Accounts Payable Team Lead with the administration of DCU credit card system whilst ensuring credit card claims are in line with DCU policies and procedures.
- Assist the Accounts Payable Team Lead with the maintenance of the Accounts Payable page on the DCU website, ensuring the page is updated regularly. This will include adding new circulars published by Department of Public Expenditure and Reform in relation to travel and subsistence rules/rates.
- Assist the Accounts Payable Team Lead with the maintenance of informative and user friendly standard operating procedures manuals in relation to Core Expenses.
- Assist and support the Accounts Payable Team Lead to respond to audit requests from both external and internal auditors.
- Assist with training and development of new staff in the area of DBCapture & Agresso.
- Assist in the development and testing of Finance Systems & Core expense upgrades, enhancements and process developments. Contribute to team project initiatives including those relating to MakoData reporting and Proactis document scanning implementation.
- Preparation of monthly supplier reconciliations.
- Provide internal support for the Document Scanning software, and engage with the vendor to ensure any issues are resolved in the timely manner.
- Any other duties that may be assigned to the role.

Qualifications and Experience

Essential Criteria

Leaving Certificate plus a recognised secretarial qualification and 3 years' relevant experience OR a recognised secretarial course plus 5 years' relevant experience without a Leaving Certificate.

Desired Criteria

The successful individual will have strong organisation and prioritisation skills and the ability to manage, co-ordinate and progress the tasks associated with the post on their own initiative. The successful individual will be flexible and possess an ability to work effectively as part of the team, offering support to colleagues when required. The applicant must have excellent communication and interpersonal skills, and be sensitive to the differing requirements of a diverse University setting. The individual will have strong MS Excel skills and extensive experience with financial systems including experience using the Irish Revenue (ROS) system.

Essential Training

The post holder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.