



Applications are invited from suitably qualified candidates for the following position

**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

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

Salary Scale:

Secretary Grade 2 salary scale - €28,166 - €34,813.

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

Closing date: 14th October 2021

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

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

Ms Jennifer O'Halloran, Finance Unit, Dublin City University.

Email: Jennifer.O'Halloran@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> (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:
Job Ref: #BC210404 Accounts Payable 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](#)