



Applications are invited from suitably qualified candidates for the following position

***Accounts Payable Assistant
Secretary Grade II
Finance Office
Permanent***

Dublin City University

Dublin City University (DCU) 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', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are 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 delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has 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.

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. 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.

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 in an accounts role OR a recognised secretarial course plus 5 years' relevant experience in an accounts role without a Leaving Certificate.

Desirable Criteria:

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

Essential Training

The postholder 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 II - €28,953 - €35,666

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

Closing date: 6th April 2022

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 Office, Dublin City University.

Phone + 353 (0)1 700 5540 Email: jennifer.ohalloran@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 BC220312 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](#)