



## **JOB DESCRIPTION**

***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**

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

- In charge of 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.
- 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.
- 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.
- Assist 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 assistance 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 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.

- The successful candidate 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.