



**Job Description**  
**Assistant Research Accountant**  
**Professional 3**  
**Finance Office**  
**3 Year Contract**

**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, Professional Support Departments and the DCU Commercial Group of Companies. The Assistant Research Accountant will be responsible for providing a professional and comprehensive accounting and support service for a range of activities within the Finance Office and the University as a whole, as part of the Research Finance Team.

## **Role Profile**

The Assistant Research Accountant will report to the Research Accounting and Reporting Manager (or nominee) and will liaise closely with staff across the University; to include Finance Office staff, colleagues in Research & Innovation Support offices (RIS), Research Centres, Faculties and Schools, as well as individual Principal Investigators. The individual will also be required to build relationships with external funding agencies, auditors and others as required.

## **Duties and Responsibilities:**

The successful individual will be responsible for monitoring research and self-funded grants and claims as well as producing reports to ensure that Principal Investigators and other key stakeholders are provided with up-to-date financial information on projects. Equally the role is required to ensure expenditure on projects is within the designated rules of Funding Bodies. These tasks may include but are not limited to the following:

- Review of financial elements in research project applications/proposals
- Provide comprehensive assistance and advice to the DCU Research Community regarding all the financial requirements relating to assigned research projects
- Preparation/review of expenditure claims for individual research projects as part of the submissions process to Funding Bodies
- Review to ensure that expenditures incurred on projects are eligible and supported by appropriate documentation.
- Ensure that funding claims/invoices are organised in a timely manner
- Liaise with funders/external stakeholders regarding financial reports
- Reporting and allocation of research overhead earned on research projects
- Regular liaison with RIS and Human Resources departments to ensure a co-ordinated approach in the provision of research support services
- Gathering and presentation of information required for external audits. Dealing with queries both during and after the audits
- Assisting in the review of monthly and annual financial reports for University management
- Application of necessary financial and system controls within the Research Finance area
- Ensure compliance with regulatory and statutory obligations and with DCU policies as appropriate
- Assist with the implementation of Finance transformation initiatives
- The undertaking of such duties and responsibilities as may be assigned from time to time

## **Minimum Internal Service Criteria**

Please note internal service criteria will apply.

Please note staff must have successfully completed their probationary period.

## **Qualifications and Experience**

- Candidates must have a Leaving Certificate plus a recognised secretarial qualification and 5 years relevant experience.
- The successful individual will be working towards a professional accounting qualification.
- The successful applicant will be well organised and be able to co-ordinate and progress the tasks associated with the post on their own initiative.
- They 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 sensitive to the differing requirements of a diverse University setting.
- The applicant will have good MS Excel skills and previous experience with financial systems.

#### **Other important attributes would include**

- Excellent written and oral communication skills, and be mindful of the differing requirements of a diverse University setting.
- Excellent interpersonal skills and ability to collaborate and build positive relationships with other colleagues and external stakeholders.
- Ability to work flexibly, effectively and under pressure to ensure tasks are finalised to strict deadlines.
- Strong attention to detail to ensure completeness and accuracy of information
- Self-motivated and proactive, with the ability to organise, co-ordinate and progress the tasks associated with the role on an independent basis.
- Ability to work effectively on an individual basis and as part of the team, offering assistance to colleagues when required, and ensuring services are delivered in accordance with the University's requirements.
- An active interest in learning new processes and systems.

The role may change in line with Unit / University requirements and developments. The successful candidate will be expected to show flexibility in line with any changes which may occur.

#### **Mandatory Training**

The post holder 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 appropriate.