



## **JOB ADVERT**

### **Payroll Projects, Systems and Processes Manager Finance Office Professional 6 (P6) Permanent**

#### **Overview**

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 Campus Companies.

## **Role Profile**

This Payroll Projects, Systems and Processes Manager role is part of the Operations Team, and supports the team delivering change across the recruit to pay cycle for the University and the DCU Commercial Group of companies. The role represents an exciting opportunity for the ideal candidate to manage across a range of process and system changes, aligned with the University's strategy for operational excellence and continuous improvement. Annual payroll and pensions processing including part-time and full-time staff is in the order of €130m per annum.

The role will contribute to the delivery of sustainable transformation through the creation and embedding of a lean methodology, to ensure an integrated finance service provision across operational, tactical, and strategic support for payroll processing and reporting.

The Payroll Projects, Systems and Processes Manager role will report to the Group Controller of Financial Operations and will liaise closely with other Finance Office teams, HR and IT teams, as well as with other colleagues within the University and subsidiary companies, 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:**

- Candidates must have a primary degree or equivalent NFQ level 7 in a relevant area.
- Applicants should be payroll qualified (e.g. IPASS or equivalent) with at least 10 years' relevant post qualification experience in the areas highlighted for the role, in a group organisation with similar scale and complexity.

### **Desirable:**

- The candidate will have experience delivering on the key elements of this role. It is desirable that the candidate will have management experience necessary to deputise effectively for senior finance leadership roles, as required.
- It is also desirable that the candidate will have sufficient experience to be able to drive forward on the change agenda across the recruit to pay function.

Experience in a public sector payroll setting, experience of both Ireland and International payrolls, as well as project management experience, would be an advantage.

### **In addition, the successful candidate will have the following:**

- Excellent written and oral communication skills

- Self-motivation and have a proactive approach
- Ability to challenge current practices and approaches in a structured and constructive manner.
- Excellent interpersonal skills and ability to build positive relationships with other colleagues
- Ability to think strategically, with strong and creative analytical capabilities
- Excellent problem solving and decision making skills
- Ability to work flexibly, effectively and under pressure to ensure tasks are finalised to strict deadlines
- Strong attention to detail to ensure completeness, consistency and accuracy of information
- Adaptable to change and reliable in fulfilment of duties and responsibilities
- Ability and track record of implementing change that positively impacts an organisation
- Ability to build positive relationships with colleagues in the University and key external stakeholders

**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.

**Salary Scale:**

Professional 6 (P6) Salary Scale: €55,045 - €78,413

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

**Closing date: Friday 17<sup>th</sup> June 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:**

Jennifer O'Halloran,

Controller Group Financial Operations,

Finance Office, Dublin City University.

Phone + 353 (0)1 700 5540 Email: [jennifer.ohalloran@dcu.ie](mailto: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>

Applications should be submitted by e-mail with your completed application form to

[hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #BC220411 Payroll Projects, Systems and Processes Manager**

*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](#)*