



## **JOB DESCRIPTION**

### **Financial Accountant Professional 4 Finance Department Permanent Role**

#### **Dublin City University**

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

#### **Overview of the department**

The Finance Department has a staff of approximately 60 people and has overall responsibility for the financial environment within the University. The department provides a comprehensive range of services to DCU Faculties, Schools, Research Centres, Professional Support Departments, and companies within the DCU Commercial Group.

#### **Role Profile**

Reporting to the Financial Planning Manager, the Financial Accountant will work within the Financial Planning Team with the focus of the role being on Financial Planning, Management Accounting, Budgeting and Costing.

### **Duties and Responsibilities**

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

- Assisting the Financial Planning team in the preparation of the annual University budget.
- Assisting in the review of monthly and annual financial reports for university management in conjunction with the Financial Reporting team.
- Preparation and issue of period end reports to relevant stakeholders.
- Provide financial advice to Faculties, Schools, and Professional Support Units.
- Provide analysis of financial data and management information for decision-making.
- Support the implementation of various Finance transformation initiatives including the development of Management information systems.
- Ensure application of necessary financial and system controls within the Finance function.
- Ensure compliance with all regulatory and statutory requirements and DCU policies.
- Liaise with both external auditors and Internal Audit function as required.
- Assisting with other aspects of the financial planning function or wider Finance Office as required.

### **Qualifications and Experience**

#### **Essential Experience:**

- Candidates must have a Primary Degree or equivalent (NFQ Level 7)
- The successful candidate will hold 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. S/he 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 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, assisting 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.