



JOB DESCRIPTION

**Research Accountant
Professional 4
Finance Office
Permanent Contract**

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 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 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 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 post holder 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 and approval 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 and approval 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. Approval of staff requests and core expense claims as required.
- 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.
- 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.

Qualifications and 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.

- 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.

Essential Training

The post holder 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 appropriate.