



JOB DESCRIPTION

**Research Assistant
Finance Office
Professional 2
3 Year Fixed Term 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.

Role Profile

Reporting to the Research Accounting & Reporting Manager (hereinafter “Manager”), the successful individual will provide accounting and administrative support in a number of specified areas within the Research Finance Team.

Duties and Responsibilities

The tasks will include but are not limited to the following:

- The post holder is responsible for the correct accounting of all income and expenditure including recording and posting journals.
- Set-up of new research projects on the Agresso financial system, ensuring the integrity of the supporting information and documentation.
- Reconciliation of research bank account and associated accounts.
- Assistance with the preparation of expenditure claims for individual research projects to return to funders.
- Working with the team to develop relationships and dealing with queries from the DCU research community. Provide information and advice on any queries they may have in relation to their research project.
- Gathering and presenting of information required for external auditors. Dealing with relevant queries arising from such audits.
- Liaise with external funding bodies as appropriate on transactions.
- Working with Research team in the application of necessary financial and system controls within the Research Finance area.
- The undertaking of such duties and responsibilities as will be assigned by the Manager.

Qualifications and Experience

Essential Experience: Leaving Certificate plus a recognised secretarial qualification and 3 years relevant experience OR a recognised secretarial course plus 5 years relevant experience without a Leaving Certificate.

Desirable Experience: Candidates should have a basic understanding of accounting procedures. Direct Accounts experience would be an advantage.

Other important attributes would include:

- Good written and oral communication skills, and be mindful of the differing requirements of a diverse University setting.
- Good interpersonal skills and ability to collaborate and build positive relationships with other colleagues and external stakeholders.
- Strong attention to detail to ensure completeness and accuracy of information
- Strong organisational skills
- 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.

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

Essential Training

The postholder 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 required.