



**Accounts Payable Assistant  
Professional 2  
Finance Office  
Permanent**

**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**

The Accounts Payable Assistant role will be responsible for providing accounts administration support for a range of activities within the Accounts Payables function of the Finance Office and the University as a whole, as part of the Accounts Payables team.

The Accounts Payable Assistant will report to the Accounts Payable Team Lead and will liaise closely with other Finance Office teams, colleagues within the University and also with external stakeholders.

**Duties and responsibilities:**

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

- Responsible for the preparation and processing smaller payment runs within the DCU group, and to ensure payments are made in accordance with public sector procedures, legislation, and DCU policies and regulations.
- Support the Accounts Payable team as required in the delivery of weekly operations, including but not limited to scanning, supplier setup, matching, and payment processing.
- Provide effective customer service and stakeholder engagement to internal and external stakeholders of the University
- Assist in the development of Finance Systems upgrades, enhancements and process developments.
- Working knowledge of Tax Clearance Certificates, Relevant Contract Tax, VAT & Professional Service Withholding Tax.
- Preparation of monthly supplier reconciliations.
- Contribute to team project initiatives including those relating to the Proactis invoice scanning software
- Any other duties that may be assigned to the role.

**Qualifications and Experience:**

**Essential Experience:**

- Candidates must have a 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:**

- The applicant will have strong MS Excel skills and experience with financial systems.
- The applicant must have excellent communication and interpersonal skills and be sensitive to the differing requirements of a diverse University setting.

**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.