



Applications are invited from suitably qualified candidates for the following positions

**2 x Fees Assistants**

**Finance Office**

**Professional 2**

**Permanent Contract & 11 Month 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.

### **Role Profile**

The successful individual will be responsible for providing student fee administration support for a range of activities within the Fees function of the Finance Office and the University as a whole, as part of the Student Fees team.

The successful individual will report to the Fees Manager and will liaise closely with other Finance Office teams, colleagues within the University and 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 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.

### **Salary Scale:**

Professional 2 (P2) - €30,322 to €37,236

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

**Closing date:** 25<sup>th</sup> January 2023

**It is expected interviews will take place week commencing 13<sup>th</sup> February 2023**

**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 #BC220939/ ST1798 Fees Assistant**

*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](#)*