



Supplier Maintenance and Projects Administrator
Professional 3
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 Supplier Maintenance and Projects Administrator role will be responsible for providing administration assistance for DCU Purchasing Administrators in relation to the setup of new suppliers, ongoing supplier maintenance and supplier project administration as part of the Accounts Payable team within the Finance Office.

The Supplier Maintenance and Projects Administrator role will report to the Accounts Payable Team Lead and will liaise closely with other Finance Office teams such as Procurement, colleagues within the University and also with external stakeholders.

Duties and responsibilities:

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

- Review and perform compliance checks on all new supplier submissions for DCU Group, ensuring they are in line with DCU policies and Procedures and Revenue guidelines in relation to Professional Withholding Tax, RCT and VAT
- Actively engage with DCU Purchasing Administrators and Suppliers, ensuring timely and effective stakeholder management and customer service
- Maintenance and cleansing of the DCU Group Supplier Masterfile on Agresso ensuring it is kept up to date and relevant
- Ongoing engagement with DCU Group procurement team ensuring new supplier setups are in line with DCU Procurement Policy and best practice
- Assist in the development of Finance Systems upgrades, enhancements and process developments. Undertake user acceptance testing during implementations and provide training to Agresso end users with regards to Supplier set up and maintenance
- Assist the Accounts Payable Team Lead to ensure that information is up-to-date and accurate on the DCU website, as well as ensuring all automatic alerts from financial systems to purchasing administrators and third parties are updated as required and functioning appropriately
- Support the Accounts Payable Team Lead in the preparation and maintenance of a high quality, searchable, and user friendly standard operating procedures manual in relation to the setup of new suppliers and maintenance of the Supplier Masterfile
- Assist with the organisation and running of process improvement workshops in relation to supplier setup, including engagement with internal and external stakeholders.
- Support the Accounts Payable Team Lead in system and process improvements in line with the Finance Office strategy, to ensure service levels are delivered in line with required expectations.
- Assist and support the Accounts Payable Team Lead and fellow team members to respond to audit requests for information in relation to DCU Group Suppliers

- Support the Accounts Payable team as required in the delivery of weekly operations
- Any other duties that may be assigned to the role.

Qualifications and Experience:

In addition to the [internal service criteria](#), the ideal individual will have:

- Experience in an Accounts Payable role
- Strong MS Excel skills and extensive experience with financial systems preferably Agresso UNIT4.
- Excellent communication and interpersonal skills, and be aware of the differing requirements of a diverse University setting.

Essential Training

The postholder 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 required.