

DUBLIN CITY UNIVERSITY
(DCU Educational Support Services DAC)

FINANCE OFFICE

Graduate Trainee Accountant Programme

General Information

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates, and its focus on the translation of knowledge into societal and economic benefit.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to it being ranked in the top 50 of the world's young universities (QS Top 50 under 50).

The University has ranked 12th globally and second in Ireland in recent UI GreenMetric World University Rankings. The UI GreenMetric rankings is a uniform system that gives credit to universities around the world in their bids to reduce their carbon footprint and help combat climate change.

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 Subsidiary Companies.

Programme Outline

The DCU Graduate Trainee Accountant Programme (the "scheme") provides an exciting opportunity for graduates to experience a multi-disciplinary, diverse, and, fast changing finance function.

In line with the University's strategy for operational excellence, the Finance Office has implemented, and continues to implement, finance transformation projects to improve structures, processes, systems, and therefore service delivery to both internal and external stakeholders. As the University and its subsidiary companies continue to grow, the Finance Office needs to continue to adapt to changing business requirements.

A cornerstone of the Graduate Trainee Accountant Programme will be supported experiential led development, exposing the trainee to a wide range of finance function activities within both a public and private body setting, in a complex multi-entity operating environment, across a range of business sectors. A mentor will be assigned to the trainee, and the trainee will learn from experienced professionals in a structured programme across functional areas such as:

- Statutory and Financial Reporting, including external audit, internal audit and accounts consolidation
- Finance Systems Support, encompassing Business Intelligence systems and Data Analytics
- Management Accounting and the Budgetary Cycle
- Accounts Payable central services

- Credit Control and Accounts Receivable
- Research Project (R&D) Accounting, including consortium and commercialisation agreements
- Capital Projects and Loan Finance Arrangements
- Insurance Policies and Risk management
- Taxation, including Corporation Tax, VAT and Relevant Contracts Tax
- Financial Planning and Business Partnering
- Strategic cost accounting and Activity Based Costing initiatives

The development of IT, technology and system implementation skills will be an important feature of the scheme, and the trainee will have opportunities to both contribute and lead projects at various points during the training programme.

As the scheme progresses, more levels of responsibility will be assigned to the trainee, to ensure soft skills development in areas such as influencing, supervising staff, co-ordinating a project team, reporting up to senior finance leadership positions, and managing service delivery to set performance metrics. In addition, in the final year of the scheme, the trainee will be supported to undertake a managerial level training course.

Successful completion of the scheme will provide the platform for the trainee to develop multi-disciplinary skills, thus providing a range of growth and development opportunities post qualification.

Eligibility

To qualify applicants must be either:

- a recent honours graduate (level 8 or equivalent) in a relevant discipline, from a recognised educational institution.
- or
- a student candidate who expects to complete final year undergraduate studies at a recognised educational institution by 31 July 2023, graduate in 2023, and be available to commence the programme between June and October 2023.

Candidate Attributes

Candidates must demonstrate:

- Excellent communication skills, including written communication
- The ability to work as a team member or on his/her own initiative
- A willingness and motivation to learn
- Strong numerical skills
- Analytical skills and demonstrate attention to detail in completing tasks
- Good IT skills
- Good interpersonal skills

Professional Qualifications

The professional accountancy qualifications covered under this programme are:

- ACA Chartered Association of Accountants
- ACCA Chartered Association of Certified Accountants
- CIMA Chartered Institute of Management Accountants

Number of Positions

The scheme operates different intake rounds. In 2022 and 2023, up to three trainee positions are being filled.

Remuneration and Benefits

- Salary Scale €30,520 to 48,731 (See table below)
- Exam, course and revision course fees are supported and paid upfront, but subject to reimbursement if studies are discontinued
- Study and exam leave are available in accordance with DCU and subsidiary company policies

Salary Scale *(subject to National Wage Agreements)*

Status	Progression	Point	Salary
Entrance	0	1	30,520
Level 1	1	2	33,421
Level 2	2	3	36,572
Finalist	3	4	42,378
PQ	3.5	5	48,731

Progression on the scale will be annually dependent on progress in both the professional qualification and the work experience element of the programme.

Trainees will be eligible to progress to the 5th point of the scale within the last 6 months of the 4 year programme subject to satisfactory performance and completion of professional qualification exams.

Other benefits include:

- The University campuses are centrally located north of Dublin city centre, and readily accessible by a range of connected public transport links (<https://www.dcu.ie/how-to-get-here>)
- Discounted gym membership for on-campus sports facilities, including access to the swimming pool
- On campus catering and café facilities
- Cycle to Work scheme
- Car parking available on campus

Training & Development

Trainees will also have the opportunity to attend relevant training programmes as advertised by the DCU Learning & Development team.

The University also provides access to an on-line LinkedIn Learning platform, with world class content and over 9,000+ digital courses, data driven personalisation recommendations, with anytime anywhere learning convenience.

Performance Reviews

Performance reviews will take place at a six-month interval basis by the Deputy Director of Finance or by his/her nominee. Trainees will be assessed on their performance in both their work experience and progress to professional qualification.

Duration

The programme will be a maximum of 4 years in duration. A lesser period may be agreed if the successful applicant has been granted exemptions under the relevant accountancy qualification.

The programme will automatically terminate at the end of the 4 year /agreed period unless it has come to an end for other reasons as outlined below.

Cessation of Training Programme

The programme will be terminated where the:

1. Trainee does not undertake appropriate studies and exams
2. Trainee fails to progress to a satisfactory level in their educational qualifications within a satisfactory time period which is in line with the programme duration
3. Trainee does not perform allocated duties to the required standard
4. At the end of the programme, the graduate will be equipped with the relevant experience and qualifications to enable them to pursue a professional career. They may at that time, if they wish, apply for suitable vacant positions within DCU and/or its subsidiary companies which are subject to public competition guidelines.

The programme will be automatically terminated at the end of the 4-year time period and no extension can be granted.

Closing Date: 11th November 2022

Informal Enquiries in relation to this role should be directed to:

Mr. John Kilcoyne, Finance Department, Dublin City University.

Email: john.kilcoyne@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

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref #NR259 Graduate Trainee Accountant Programme

DCU Educational Support Services DAC is an equal opportunities employer.