



## **JOB DESCRIPTION**

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

#### **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 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**

The duties and responsibilities of the position include, but are not restricted 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.
- Assist 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**

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**

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