



JOB DESCRIPTION

Accounts Receivable Administrator Professional 3 (P3) 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.

The role will be accountable for providing administration support for a range of activities within the Accounts Receivable Function of the Finance Office and the University as a whole, as part of the Accounts Receivable team.

Role Profile

Reporting to the Accounts Receivable Team Lead, the role will work closely with other Finance Office teams, departments, and schools across the University, as well as external stakeholders.

Duties and Responsibilities

The duties and responsibilities of the role include, but are not restricted to, the following activities:

- Ensure timely and accurate invoicing to customers, both domestic and international, in line with underlying contracts, and the University's policies and procedures.
- Ensure tax compliance procedures are followed as part of invoicing protocols.
- Provision of tax clearance and PSWT status to accountable and other bodies/agencies.
- Ensure financial and operational controls are applied within the Accounts Receivable function.
- Follow credit control procedures to ensure timely collection of amounts owed from customers.
- Assist Team Lead with month end close, ensuring the relevant controls, reconciliations and reports are completed on Agresso, in accordance with month end procedures and protocols.
- Ensure sales orders, funds allocation to the customer account, as well as matching funds received to sales invoices, is being completed on a regular basis throughout each month, to ensure up-to-date reporting to the business units and management.
- Assist Team Lead with the implementation of continuous improvements to the accounts receivable function and service provision, including technology led solutions.
- Assist Team Lead with the upgrade and cloud migration project tasks for Agresso and TORA.
- Actively engage with internal stakeholders (including Faculties, Research Centres, Finance Research Team), to ensure that invoices are raised, and the collections process is streamlined and co-ordinated.
- Providing cover for other tasks within the team as required.
- Any other duties that may be assigned to the role.

Qualifications and Experience

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

Essential Experience

Candidates must have a Leaving Certificate plus a recognised secretarial qualification and 5 years' relevant experience or a recognised secretarial course plus 7 years' relevant experience without a Leaving Certificate.

Desirable Experience

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

Other important attributes would include:

- Excellent written and oral communication skills and be mindful of the differing requirements of a diverse University setting.
- Excellent interpersonal skills and ability to collaborate and build positive relationships with other colleagues and external stakeholders.
- Ability to work flexibly, effectively and under pressure to ensure tasks are finalised to strict deadlines.
- Strong attention to detail to ensure completeness and accuracy of information.
- Self-motivated and proactive, with the ability to organise, co-ordinate and progress the tasks associated with the role on an independent basis.
- Ability to work effectively on an individual basis and as part of the team, offering assistance to colleagues when required, and ensuring services are delivered in accordance with the University's requirements.
- An active interest in learning new processes and systems.
- Experience in customer service.