



Applications are invited from suitably qualified candidates for the following position.

**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

Please refer to the job description for a list of duties and responsibilities associated with this role.

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply

Please note staff must have successfully completed their probationary period.

In addition, the successful candidate will ideally 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 a self-directed 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 interest in learning new processes and systems.
- Experience in customer service.

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

Salary Scale:

Professional 3 - €38,530 - €48,656

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

Closing date: Friday 10th November 2023

Additional Information

Additional Information: Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

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, DCU Controller Group Financial Operations.

Email: 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/hr-current-vacancies-internal-competitions?check_logged_in=1

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 #RC230607 Accounts Receivable Administrator

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](#)

