



**Finance and Reporting Manager**  
**Adapt Centre**  
**Professional 6**  
**3 Year Fixed Term Contract**

**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.

**Background**

The ADAPT Centre is Ireland's global centre of excellence for digital content technology. It combines the expertise of researchers at eight universities (Trinity College Dublin, Dublin City University, University College Dublin, and Technological University of Dublin, Maynooth University, Technological University of the Shannon, Munster Technological University and University of Galway) with that of its industry partners to produce ground-breaking digital content innovations.

ADAPT brings together more than 300 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. ADAPT partners are successfully advancing the frontiers of content analysis, machine translation, personalisation, e-learning/education, media technologies and spoken interaction, as well as driving global standards in content technologies.

With €50m in research funding from Science Foundation Ireland and industry and with ambitious targets for additional new funding under the EU's Horizon Europe and other programmes, ADAPT is seeking talented individuals to join its growing team. Our research and technologies will continue to help businesses in all sectors to achieve unprecedented engagement among customers, companies and communities.

## **The Role**

The Adapt Centre Dublin City University wishes to recruit a Finance and Reporting Manager on a fixed-term full-time contract basis with primary responsibility for ensuring both the successful running of live research projects and centre activities and the reporting of the outputs of these activities; financial, technical and outreach and to our various funders and stakeholders.

This position is based at Dublin City University. The post holder will work closely with Adapt's Funded Investigators and collaborate closely and trouble-shoot with the wider Operations team in the Adapt Centre. As a member of the Operations team within the Adapt Centre, the post-holder will report to the NENC manager and the Head of Adapt at Dublin City University.

## **Principle Duties and Responsibilities**

The successful candidate will coordinate and lead a wide range of tasks related to post award administration, reporting and project management support. The Finance and Reporting Manager will undertake duties and responsibilities that will include, but are not restricted to, the following activities:

- Work closely with the Adapt operations team to help deliver on the requirements of the Centre with respect to commitments made to funding agencies, external stakeholders and members within DCU.
- Work closely with Adapt Investigators at DCU to support their research team needs:
  - Facilitate relationships between teams, suggest and move initiatives forward, source resources, identify, escalate and raise concerns to appropriate decision-makers in a timely manner and resolve open issues that prevent successful outcomes.
  - Proactively manage expectations of stakeholders: clearly define objectives, provide frequent updates, identify and communicate risks and adjustments and ensure contractual commitments are delivered upon.
- Oversight of, and lead Centre internal and formal reporting to Central Operations unit, committees, funding agencies, partners and clients:
  - Financials including projections of income and expenditure and pre-award budgeting.
  - Oversight of all financial administration.
  - Track, manage and prepare KPI reports.
  - Technical progress on external and internal projects.
- Build and maintain relationships with members of the respective DCU Faculties, Schools and Support units such as Finance, HR, RIS, INVENT, DPU etc., to maintain good working

relationships on behalf of the Adapt Centre.

- Engagement, troubleshooting and interactions with relevant DCU stakeholders on issues related to:
  - Staff/HR including recruitment and retention plans.
  - Infrastructure and facilities.
  - Preparation of project reporting to funders.
  - Contracts, tenders, new research proposals.
  - Management of compliance e.g. with contracts, IP, health & safety, branding, GDPR.
- Maintain awareness of activities across Adapt@DCU and enhance organisational efficiency through dissemination of ideas/technology/expertise across programmes.
- Other roles as assigned by the Head of Adapt@DCU or his/her nominee.

### **Qualifications and Experience**

The successful candidate will have a primary degree preferably in finance or in a relevant discipline. In addition to the following:

- A minimum of 5 years' professional experience in research administration leadership.
- Familiarity with SFI Research Centres and University administrative procedures.
- An ability to lead, motivate and support colleagues.
- To exercise influence and judgement and to challenge positively while working with a variety of stakeholders.
- The ability to decide on the appropriate action and monitor subsequent performance.
- Experience in change management and team leadership.
- A proven track record supporting both Exchequer and non-Exchequer funded research projects in a higher education environment.
- Must be computer literate with proficiency in MS Office, GSuite and MS Project.
- Project management qualification/certification (PMP, APM or equivalent).

### **Desirable**

A PhD in a relevant field and/or a recognised Accounting qualification would be a distinct advantage.

### **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.

***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***