



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

Finance Transformational Lead
Finance Office
Professional 4
Project Role – 11 Month 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.

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 Finance Transformation Lead will assist the Finance Transformation programme within the Finance Office of the University.

Role Profile

The Finance Transformation lead will report to the Finance Transformation Manager (or nominee) and will liaise closely with staff across the University; to include Finance Office staff, colleagues in Research & Innovation Support offices (RIS), Research Centres, Faculties and Schools, as well as individual Principal Investigators.

Principle Duties and Responsibilities

- Provide comprehensive assistance to the Finance Transformation Manager in the administration aspects of the Agresso Upgrade and Cloud Migration project, as well as the post go-live roadmap, to include, but not limited to:
 - Project planning
 - Liaising with internal DCU departments and teams
 - Attendance at meetings and meeting administration
 - Liaising with external vendor partners as appropriate
 - Implementation support and testing
 - Assisting Prevero/FP&A upgrades and developments
- Assist the development of the TORA module, including developing relationships with external partners.
- Assist Finance teams in developing automated reporting for stakeholders, including research and project reporting, as well as TORA reports.
- Assist in all elements of roll-out of UAT, including pre-testing and UAT support.
- Provide hypercare to Finance office users after go-live of projects.
- Assist with developing and delivering training materials for Finance Office staff for new modules such as Planner and information Browsers.
- Assist with developing and delivering training materials for DCU staff across all modules.
- assist with road-map planning across Finance Systems.
- Ensure that all tickets logged on the Finance Systems relating to System Projects such as the Agresso Upgrade and Migration project, are reviewed, allocated and replied to in a timely manner.
- Gathering of information for Steering Committee and other meetings.
- The undertaking of such duties and tasks as may be assigned from time to time.

Qualifications, Skills and Experience Required

Essential Experience:

In addition to the [Internal service criteria](#), individuals must hold a University degree and have a minimum of three years' relevant experience in a similar account role.

Desirable Experience:

The applicant will have strong MS Excel skills and previous experience with financial systems, including projects in a complex operating environment. A professional accounting qualification (ACA, ACCA or CIMA) or equivalent would be an advantage.

Other important attributes would include:

- The successful applicant will be well organised and be able to co-ordinate and progress the tasks associated with the post on their own initiative.
- They will be flexible and possess an ability to work effectively as part of the team, offering assistance to colleagues when required.
- The applicant must have excellent communication and interpersonal skills and be sensitive to the differing requirements of a diverse University setting.
- The applicant will have good MS Excel skills and previous experience with financial systems including projects in a complex operating environment.

The competencies required for this post are:

- **Personal Effectiveness/Excellence**

This is defined as the ability to continuously strive to learn about how things are done, why they are done that way, how the role impacts and how processes can be continuously improved, as well as also being effective in planning and managing own workload.

- **Team working**

This is defined as the ability to work together in a supportive manner, to share tasks and information. An ability to show respect for the contribution of others and to respond positively to the need for change.

- **Knowledge of Processes & IT**

This is defined as having a willingness to engage with both processes and technology.

- **Problem solving & Decision Making**

Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision making.

Minimum Internal Service Criteria

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

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](#)