



JOB DESCRIPTION

**Secretary Grade II/Accounts Assistant
School of Biotechnology
Faculty of Science & Health
Permanent Part time**

Dublin City University

Dublin City University www.DCU.ie is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the School

The School of Biotechnology is an important strategic academic unit in the Faculty of Science and Health at Dublin City University. The School is unique in having established a multidisciplinary academic team with expertise in biochemistry, genetics/genomics, microbiology, immunology, molecular virology, bioinformatics and bioprocess engineering within a single departmental unit, thus encouraging an interdisciplinary approach to teaching and research. This is reflected in its our flagship programmes, BSc in Biotechnology, BSc in Genetics and Cell Biology, MSc in Bioprocess Engineering (MSBE) and MSc in

Precision Medicine (MDPM).

Role Profile

The successful individual will work on a permanent part time basis, mornings only and will report to the Head of School. The post holder will be part of the overall administrative staffing within the school supporting the School Budget, Research and Teaching committees. The individual will work closely with the Purchase officer and the School Secretary and must have strong organisational skills along with excellent interpersonal skills.

Duties and Responsibilities

The following is a broad but not exhaustive list of the principal duties of the post:

The person will be hired on a part time basis to process invoices within the school. The duties will involve:

- Working with the Agresso system to reconcile invoices with Purchase Order details and approve payments from School and Research accounts.
- Perform checks and calculations to ensure transactions are correct.
- Working with Agresso reports and excel spreadsheets.
- Filing of invoices and associated paperwork.
- Answer supplier queries and resolve invoice related issues.
- Assist in closing unreconciled orders to maximise budgets.

The person will also be assigned some secretarial duties which could include

- preparation of documents, correspondence and presentations requiring the use of MS Office applications, facsimile, the web and email
- arranging meetings and assisting with seminars/workshops and events, including room bookings, preparation of agendas, minuting meetings and other relevant documentation and making travel arrangements
- maintaining relevant electronic and hardcopy files
- maintaining and updating email lists, databases and website content
- raising purchase orders and the approval of invoices using the Agresso System, and maintain appropriate records in relation to same
- liaison as appropriate with other university units, such as Finance, Registry, Estates Office, Library, Information Systems & Services, etc. and with external agencies and individuals and any other duties as may be assigned by the Head of School.
- Assisting with the sharing of work, where necessary with the School Secretary.
- Any other duty which may be assigned from time to time by the Head of School

Qualifications, Experience and Skills:

- 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.

In addition, candidates must have the following experience and skills:

- Experience in processing invoices.
- Experience of dealing professionally and competently with students and colleagues.
- Strong organisational skills along with excellent social skills.
- High proficiency with IT programmes (Word, Excel and PowerPoint).

- Experience with Drupal would be advantageous but is not required; the candidate must be willing to acquire new skills such as Drupal and other packages.
- Ability to be flexible, work as part of a team, under pressure and to tight deadlines.
- Applicants will be expected to work mornings only but on occasion they may be required to be flexible, as there may be occasions when early starts or afternoons will be required.

Mandatory Training

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