



JOB DESCRIPTION

Group Financial Controller Finance Unit Permanent Contract

Overview

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

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, Support Departments and thirteen wholly owned commercial companies.

Role Profile

The Group Financial Controller will report directly to the Deputy Director of Finance. S/He will be a key member of the management team within the Finance Department and will work with the Director and Deputy Director of Finance and other senior managers within the department in setting the strategic direction of the Finance Office and delivering on its strategic objectives in the context of the overall DCU group strategy.

The Group Financial Controller will have direct line responsibility for the DCU Commercial Group and the University's financial accounting function.

In addition, they will have responsibilities for specific commercial development and project activities within the group. S/He will play a key role in the development of financial structures to be put in place to fund the further expansion of the group property and buildings and to fund commercial investment opportunities. The Group Financial Controller will substitute for the Deputy Director of Finance as required.

Duties and Responsibilities

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

- Managing teams to co-ordinate and deliver on internal and external reporting requirements and ensuring the University and subsidiary companies reporting requirements are met
- Provide leadership to the accounting teams on technical accounting matters
- Preparation and analysis of the DCU Commercial Group and oversight of the University Financial Statements
- Full responsibility for the subsidiary group companies budget and financial reporting cycle
- Preparation of Subsidiary Board trading updates and commentary papers
- Preparation of financial forecasts for the group
- Oversee the annual audit engagement with the statutory auditor (Comptroller and Auditor General) and external auditor, ensuring audit requirements are met in a timely manner
- Responsibility for group taxation affairs, both domestic and international, and liaising closely with the DCU corporate tax advisers
- Monitoring and enhancing tax compliance controls, structures and automated processes to ensure effective management of the Group's overall tax compliance
- Ensuring financial controls are effective and being appropriately applied within the subsidiary companies group and university
- Providing leadership to the accounting teams
- Identifying projects across the Finance Office as part of the continuous improvement program, including the utilisation of technology and financial systems to streamline business processes and give further enhancement to customer service while maintaining and effective control framework
- Leading the assessment of business development opportunities within the university and the commercial group of companies
- Providing support to business development activities within the DCU group including contract negotiation
- Presenting as required to University management groups and subsidiary company Boards
- Managing and supporting teams to ensure that staff receive continuing training and development
- Liaising as required with key stakeholders both internally and externally including the Comptroller and Auditor General, the external and internal auditors, the Department of Education and Skills and the Higher Education Authority.

Qualifications and Experience

Essential Criteria:

Candidates must have a Primary Degree or equivalent (NFQ Level 7). Candidates must be a qualified accountant with 10 years' relevant post qualification experience in a similar senior role in an organisation with similar scale and complexity.

Desired Criteria:

Candidates should possess the following key attributes;

- Excellent technical accounting skills
- Strong commercial acumen with a demonstrable track record in commercial projects
- Demonstrable experience working in a complex environment with a record of success
- Board Level experience
- Project management and delivery experience
- Demonstrated ability to lead and manage teams within a fast paced dynamic and changing environment
- Ability to produce insightful reports and disseminate key information to support decision making
- Demonstrable track record of implementing change through technology to achieve continuous service improvement
- Ability to achieve tight deadlines
- Good working knowledge of Irish tax legislation
- Track record of leading effective engagement with internal and external stakeholders

The following personal characteristics are important for this position;

- Strong attention to detail
- Excellent interpersonal, written and oral communication skills
- Initiative and ability to work independently
- Proactive self-starter
- Excellent influencing, persuasion and negotiating skills
- Ability to build positive relationships with colleagues in the DCU group and key external stakeholders
- Excellent leadership skills
- Demonstrable problem solving ability
- Record of achievement
- Ability for, and demonstrated experience of, leading and developing teams