



## **JOB DESCRIPTION**

### **Capital Reporting and Data Analytics Manager – Senior Administrative Assistant II**

#### **Finance Unit**

#### **Permanent Contract**

#### **Overview**

Dublin City University ([www.dcu.ie](http://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, Professional Support Departments, and Campus Companies.

#### **Role Profile**

Reporting to the Deputy Director of Finance (or his/her designate) this is a key role within the Finance Office. The role includes master data and data structures governance, implementation of finance transformation projects, financial reporting and budgetary cycle support, as well as fixed asset and capital funding management.

## **Duties and Responsibilities:**

### **Capital Reporting**

- Ensure the Group Fixed Assets and Capital Funding Register is actively managed, including in relation to additions, disposals, depreciation, assets on loan, and grant amortisation.
- Ensure all assets are accounted for in line with the Group Fixed Assets Policy and Irish GAAP accounting requirements.
- Manage the monthly depreciation and grant amortisation cycle for the Group, and provide proposals to the accounting teams for review and posting to the general ledger.
- Ensure the ISA asset holding accounts are reviewed and cleared down on a monthly basis.
- Ensure the Fixed Asset and Capital Funding Register reconciles to the general ledger and the classification of assets and capital funding within the financial statements.
- Review, and approve where appropriate, asset disposal and loan asset applications, in line with policies and regulations, and in adherence to the HEA Code of Governance.
- Ensure any third party asset disposals or loan transfers have legal transfer documentation in place.
- Undertake asset verification checks and inspections at regular intervals throughout the financial year, and record findings and updates to the asset register.
- Ensure the asset register captures appropriate data attributes for central asset management purposes and also for department, school, research centre and subsidiary company purposes.
- Identify opportunities for continuous process and system improvement, including through the engagement with external stakeholders, in line with the Finance Office Strategic Plan.
- Support the implementation of a new capital project management cycle, resulting in workflow approvals, automated reporting outputs for project and capital finance managers.
- Implement and manage upgrades to the Group Fixed Assets and Capital Funding Register, including enhanced self-service functionality for departments, schools, research centres and subsidiary companies, as well as migration of disposal and loan transfer applications to an on-line solution, and the implementation of an asset tagging system.
- Ensure lead schedules and registers are in place on a monthly basis for reporting purposes.
- Manage structures within the Group Fixed Assets and Capital Funding Register to ensure the automated production of fixed asset and capital funding disclosure note information on a monthly basis within the corporate performance application.

### **Data Management and Analytics:**

- Contribute to the development of the corporate performance application (currently Prevero), in line with the design principles and strategic requirements of the Finance Office, to ensure functionality continues to evolve to meet end user business requirements.
- Identify opportunities for continuous process and system improvement, including interaction and integration with primary financial systems and related sub-systems across the DCU Group.
- Responsible for the management of the Prevero and Agresso applications during the budgetary cycle, ensuring system roll-forwards, two-way data integration, data loads from other external systems, are co-ordinated and managed on a timely basis.
- Ensure appropriate change control procedures for applications assigned responsibility for, are in place and maintained to a high standard, to ensure data structures and data reporting is maintained.
- Responsible for the enforcement and implementation of Masterdata standards, quality and policies across all Finance Systems.
- Conduct regular reviews of existing data to identify areas of improvement and adherence to masterdata principles.
- Responsible for providing regular project update briefings and KPIs on assigned finance transformation initiatives.
- Partner with other teams in the Finance Office and the subsidiary companies to enhance data capture, data management and automate data reporting outcomes.
- Provide application support and training for finance systems including Prevero and Agresso Business World.
- Responsible for ensuring the new Student Information System provides relevant data in an automated secure manner to the corporate performance application for planning, actual reporting, and cash forecasting purposes.
- Reconfigure and manage the financial and management reporting channels across the finance function, to improve decision support and enhance end user experience.
- Support IT and Finance System teams on upgrades, migrations and updates of financial systems.
- Ensure system specifications and user manuals for assigned Finance Systems are maintained to a high standard, as systems evolve.
- Undertake regular reviews of Finance systems to ensure end user experiences are factored into development roadmaps.

- Run conceptualisation workshops to promote innovation and find new ways of delivering requirements and/or services.
- Provide regular training sessions to Finance Office system users and also the end user community, for assigned systems.
- Support teams in the development of scenario planning including for example, capital programmes, and as part of a response to changes in operational requirements.
- Ensure appropriate monthly data cut-off protocols and procedures are in place across all finance systems, and to ensure the quality and accuracy of data within the corporate performance application.

**Other:**

- Manage and lead project teams
- Manage any assigned direct line reports
- Mentor staff on the graduate trainee accountant programme
- Support the accounting teams in the year-end reporting and budgetary cycle, including the preparation of statutory and consolidated accounts where required
- Represent the Finance Office on internal and external committees as required
- Any other tasks or duties that may be assigned by the Finance Office, in support of the business requirements of the department.

**Qualifications and Experience**

**Essential Criteria:** Candidates must have a primary degree or equivalent (NFQ level 7) in an appropriate area plus 3 years' relevant experience. Candidates shall be a qualified accountant with relevant experience in the areas highlighted within the role.

**Desired Criteria:** The candidate will have occupied a similar role in a complex organisation. The candidate will have demonstrated experience in the role responsibilities and a track record of project delivery with impact. It is also important that the candidate will have sufficient experience with the ability to drive forward on the change agenda within the Finance Office and implement a range of finance transformation projects in accordance with set deadlines for programme delivery.

**Other important attributes would include, but are not limited to:**

- Self-motivated and proactive
- Excellent written and oral communication and presentation skills
- Strong team skills and team experience, to ensure effective co-ordination and contribution to team outcomes
- Ability to run conceptualisation workshops to support a creative engagement environment as new solutions are developed
- Excellent problem solving (including evidence based diagnosis) and decision making skills
- Ability to work flexibly, effectively and under pressure to ensure tasks are finalised to strict deadlines
- Strong attention to detail to ensure completeness, consistency and accuracy of, data and information provided by systems
- Ability to build positive relationships with colleagues in the University and key external stakeholders
- Ability to manage and lead teams in delivering project objectives
- Excellent IT and Microsoft skills, including BI and data modelling skills
- Ability to identify and implement ongoing improvements to Finance Office services, aligned with the University's strategy for operational excellence

**Mandatory Training:**

The post holder 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 appropriate.