



Applications are invited from suitably qualified candidates for the following position

**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**

Please refer to the job description for a full list of duties and responsibilities associated with this role.

## **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 required.

## **Salary Scale:**

Senior Administrative Assistant II Salary Scale: €50,302 - €68,024.

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.

**Closing date:** 20<sup>th</sup> November 2020.

## **Informal Enquiries in relation to this role should be directed to:**

Mr. John Kilcoyne, Deputy Director of Finance, Finance Unit, Dublin City University.

Email: [john.kilcoyne@dcu.ie](mailto:john.kilcoyne@dcu.ie).

Please do not send applications to this email address, instead apply as described below.

## **Application Procedure:**

Application forms are available from the DCU Current Vacancies website at <http://www.dcu.ie/vacancies/current.shtml> (external applicants)

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**  
**#BC2012 Capital Reporting and Data Analytics Manager**

**Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at [www4.dcu.ie/policies/policy-starter-packs.shtml](http://www4.dcu.ie/policies/policy-starter-packs.shtml).**