



Applications are invited from suitably qualified candidates for the following position

**Fees Supervisor  
Finance Office  
Permanent**

**Dublin City University**

Dublin City University [www.DCU.ie](http://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 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.

**Role Profile**

Reporting to the Student Fees and Accounts Receivable Manager the candidate will be accountable for supervising the Fees function within the University and subsidiary companies, as part of the Student Fees and Accounts Receivable team.

The role will liaise closely with team colleagues, other Finance Office teams, subsidiary companies, departments and schools across the University, as well as external stakeholders.

**Duties and Responsibilities**

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

### **Qualifications and Experience**

Essential Experience: Candidates must have a Primary Degree or equivalent (NFQ Level 7) qualification or at least two years' experience at Grade 3 level in DCU.

Desirable Experience: Candidates should ideally have at least four years' relevant experience in a similar fees and accounts receivable role. In addition, the applicant will have strong MS Excel skills and extensive experience with financial systems across the Fees & accounts receivable function. Experience with Agresso Financial System and ITS Student Fees System is an advantage.

### **Essential Training**

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

### **Salary Scale:**

Admin Assistant - €37,158 to €55,337

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

**Closing date:** 18<sup>th</sup> February 2022

**For more information on DCU and benefits, please visit [Why work at DCU?](#)**

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

Jennifer O'Halloran,

Controller Group Financial Operations,

Finance Office, Dublin City University.

Phone + 353 (0)1 700 5540 Email: [jennifer.ohalloran@dcu.ie](mailto:jennifer.ohalloran@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 <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants> (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:  
Job Ref BC211211 Fees Supervisor**

*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](#)*