



Applications are invited from suitably qualified candidates for the following position

Research Accounting and Reporting Manager

Finance Department

Three year Fixed Term 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, Professional Support Departments, and Campus Companies.

Role Profile

Reporting to the Head of Financial Planning this is a key role within the Finance Office with the main focus of the role being the management of Research and Self-funded post-award financial activity, including reporting both to University and stakeholders (including the Research Support office, RPA, Research Centres, Faculties, Schools, PI's, and external Funding Bodies).

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**

Please note that the [internal service criteria](#) will apply. Where applicable, staff will normally have successfully completed their probationary period in order to apply. In addition to the internal service criteria, the ideal candidate will be a qualified accountant.

Desirable Criteria

The candidate will have experience delivering on the key elements of this role. It is desirable that the candidate will have sufficient demonstrated experience managing teams, and also the necessary experience to deputise effectively for senior finance leadership roles, as required. It is also desirable that the candidate will have sufficient experience to be able to drive forward on the change agenda within the Finance Office and in the Research and Self-Funded projects area in particular.

A good working knowledge of public sector procurement regulations and procedures, as well as VAT, would be an advantage.

In addition, the successful candidate will have the following:

- Excellent written and oral communication skills
- Self-motivation and have a proactive approach
- Excellent interpersonal skills and ability to build positive relationships with colleagues in the University and key external stakeholders
- Ability to think strategically, with strong and creative analytical capabilities
- Excellent problem solving 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 information

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:

Administrator I Salary Scale - €53,960 - €76,622.

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

Closing date: 10th March 2021

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

Mr Anthony Feighan, DCU Management & Financial Planning (Acting Head), Finance Unit, Dublin City University. Email: Anthony.Feighan@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> (internal applicants)

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref: #NR104 Finance Research Accounting and Reporting Manager

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](#)