



JOB DESCRIPTION

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

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

- Management and development of the post-award projects team in an effective and efficient manner.
- Responsible for effective post-award management of all research and self-funded projects (including SFI, EU, EI, HRB, Industry Collaborations, etc) and to ensure all reporting to Funders is in line with the terms of funding award.
- Ensure appropriate financial control procedures are applied to projects to ensure contracted amounts are received by the University.
- Preparation of costing returns and other submissions to Funders as required.
- Continuous engagement with the Research Support Office (including research project officers, research development officers, Invent, research project administration, etc) on research and commercialisation related matters.
- Ensure audits of research and self-funded projects are scheduled, conducted and completed in a timely manner, with appropriate protocols for the exchange of data in line with the University's policies and procedures.
- Coordinate responses to external auditor requests as part of the audit of the University annual financial statements, and ensure supporting documentation requests are provided in a timely manner.
- Co-ordinate responses to internal audit requests, and implement recommendations for improvement.
- Ensure project applications are appropriately costed on the Research Costing and Pricing system (currently TORA) prior to submission to Funders, and approvals required from the post-award projects team are completed in a timely manner.
- Ensure month-end accounting and reporting procedures are completed in line with the requirements for the monthly management accounts cycle, including monthly financial reporting to the Head of Financial Planning and other research-centred offices in the University.
- Manage and co-ordinate regular engagement meetings with Principal Investigators on the financial and audit status of projects.
- Manage and support engagements with various internal stakeholders within the research community in DCU, including Principal Investigators, administrators, Faculty Deans, Centre Directors, Heads of School, etc.
- Design and presentation of Research Finance training modules to University staff.

- Ensure internal policies and standard operating procedures are continually updated to ensure strict compliance with funder requirements.
- Ensure team performance and service metrics are reported to the Head of Financial Planning, including demonstrating workload management and allocation across the team over an agreed time horizon.
- Continuous cross-training of the Post-Award projects team and reassignment of Funder reporting responsibility.
- Recruitment, mentoring, motivation and performance evaluation of team members.
- Liaise with the Finance Transformation Manager (Research and Projects Workstream) on all aspects of systems development (including Agresso and TORA), process development, and change management, to leverage technology solutions in delivery of the continuous improvement strategic objective of the Finance Office.
- Ensure research and self-funded project activity is compliant with VAT legislation and any other relevant tax matters arising.
- Ad hoc reports and projects as required and/or directed by Finance Office senior management.
- Support the implementation and use of research planning platforms including the Prevero financial planning and analysis system.
- Any other tasks or duties that may be assigned by the Finance Office, in support of the business requirements of the department and the University.

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.