

**Finance Office
Research Accountant
Administrative Officer (Grade IV)
(Fixed Term Contract of Up to 3 Years)**

Function:

The Research Accountant will be responsible for providing a professional and comprehensive accounting and support service for a range of activities within the Finance Office and the University as a whole, as part of the Research Finance Team.

Relationships:

The Research Accountant will report to the Research Finance Team manager (or nominee) and will liaise closely with other Finance Office staff, with colleagues in the OVPR and researchers within the University and also with outside funding agencies.

Duties and responsibilities:

The post holder will be responsible for monitoring research grants and claims and producing reports to ensure that Principal Investigators, School and Senior Officers are provided with up-to-date budgetary information, all expenditure is within the designated rules and that funding is invoiced and received on a timely basis. These tasks will include but are not limited to the following:

- Preparation of expenditure claims for individual Research Projects to return to funders.
- Developing relationships and dealing with queries from the DCU Research Community. Provide expert advice to those researchers on the financial and reporting requirements on a range of externally funded projects.
- Administration of Research Grant applications and retention of back-up documentation for new approved projects.
- Regularly liaise with the OVPR and Human Resources departments to ensure a co-ordinated approach in the provision of research support services.
- Communicating with external funders – to include Enterprise Ireland, European Commission, and Science Foundation Ireland amongst others.
- Gathering and presenting of information required for external audits. Dealing with queries both during and after the audits.
- Assist in preparation of monthly and annual financial reports for Finance Office senior management.
- Application of necessary financial and system controls within the Research Finance area.
- Making decisions following correspondence with funders regarding financial reports and cash flow
- Supervision of junior staff as required
- The undertaking of such duties and responsibilities as may be assigned from time to time

The competencies required for this post are:

1. Personal Effectiveness/Excellence

This is defined as the ability to continuously strive to learn about how things are done, why they are done that way and how the role impacts and how processes can be continuously improved, and also being effective in planning and managing own workload.

2. Team working

This is defined as the ability to work together in a supportive manner to share tasks and information. An ability to show respect for the contribution of others and to respond positively to the need for change.

3. Knowledge of Processes & IT

This is defined as having a willingness to engage with both processes and technology. Experience of the use of the Agresso accounting package or other similar accounting packages would be desirable.

4. Problem solving & Decision Making:

Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision making.

Applicants for the above post must hold a degree. (Ideally the successful candidate will hold an accounting qualification or currently be in the process of undertaking an accounting qualification)

The applicant must have excellent communication and interpersonal skills, and be sensitive to the different requirements of a diverse University setting. The successful applicant will be well organised, be able to co-ordinate and progress the tasks associated with the post on their own initiative S/he will be flexible and possess an ability to work effectively as part of the team. Confidentiality and discretion of a very high level is expected.

Salary Scale: €37,361 – €50,750

This salary scale may be affected by the provisions of the 2011 Budget.

Closing date: 20th June 2011

Application forms are available from:

http://www.dcu.ie/hr/vacancies/APPLICATION_FORM_6pg.doc and from the Human

Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353

(0)1 700 5500 Email: hr.applications@dcu.ie

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