

DUBLIN CITY UNIVERSITY

FINANCE OFFICE

Trainee Accountant Programme

Programme:

This programme will afford the graduate the experience of working in all aspects of a finance department in a complex and progressive organisation. The graduate will have the opportunity of gaining vital experience in all aspects of accountancy, working in different departments to benefit their training and development and undertaking more challenging and responsible work as the programme progresses. Exposure to and day to day use of modern Financial and Management Accounting Software tools are an essential part of the programme.

Eligibility:

To qualify applicants must be:

- An honours Graduate in a relevant discipline,

Candidates must have excellent communication skills, the ability to work as a team member or on his/her own initiative and possess a highly numeric aptitude.

Qualifications:

The Accountancy qualifications covered under this programme are;

- ACA Chartered Association of Accountants,
- ACCA Chartered Association of Certified Accountants,
- CIMA Chartered Institute of Management Accountants,

Number of Positions:

We have 4 positions within our current headcount.

Remuneration:

- Salary Scale €23,750 to 39,691 (See table),
- Exam, Course and Revision Fees are paid upfront, but subject to re-imburement if studies are discontinued,
- Repeat Fees are re-imbursed on the first occasion,
- Study and Exam leave are available in accordance with DCU policies.

Salary Scale – subject to National Wage Agreements

Status	Progression	Point	Salary
Entrance	0	1	23,750
Level 1	1	2	26,403
Level 2	2	3	29,457

Finalist	3	4	34,342
PQ	3.5	5	39,691

Progression on the scale will be dependent on progress in both academic qualification and work experience programme.

Performance Reviews;

Performance reviews will take place on a 6 month basis by the Finance Operations Manager or by his/her nominee. Trainees will be assessed on their performance in both their work experience and progress to academic qualification.

Duration

The Programme will be a maximum of 4 years in duration. A lesser period may be agreed if the successful applicant has been granted exemptions under the relevant accountancy qualification. The Programme will automatically terminate at the end of the 4 year /agreed period unless it has come to an end for other reasons as outlined below.

Cessation of Training Programme

The programme will be terminated if;

1. Trainee does not undertake appropriate studies and exams,
2. Trainee fails to progress to a satisfactory level in their educational qualifications within a satisfactory time period,
3. Trainee does not perform allocated duties to the required standard.

At the end of the programme, the graduate will be equipped with the relevant experience and qualifications to enable them to pursue a professional career. They may at that time, if they wish, apply for suitable vacant positions within DCU which are subject to public competition guidelines. The programme will be automatically terminated at the end of the 4 year time period and no extension can be granted.

Work Programme:

The Training Programme will cover a period of 4 years
It will involve exposure to work within the following areas;

- Accounts payables 6 months
- Payroll 6 months
- Accounts Receivable/Fees 6 months
- General Accounts, FAR and Payroll 9 months
- Financial and Management Accounts and Operations 21 months

Accounts Payable:

The post holders will experience posting and paying all supplier invoices, reviewing and processing of staff expenses, completion of reconciliations on supplier accounts, completion of tax returns. During this period the trainee will acquire the knowledge to enable him/her run an accounts payable section and have knowledge of the latest best practice in this area.

Accounts Receivable/Fees:

The post holders will experience the issuing of invoices and statements to third parties for services provided, ensuring all services are invoiced for, allocation of and reconciling receipts .

During this period the trainee will acquire skills to enable him/her to manage a credit control department and introduce modern credit control techniques.

Accounts, FAR and Payroll:

The post holders will experience accounting for all capital expenditure, reconciling the Fixed Asset register, reporting on PO's, Payroll and analysis of expenditure within certain areas and ensure that balance sheet accounts are reconciled to the appropriate schedules. During this period, the trainee will assist in the year end, deal with auditors queries and Assist in the development of finance systems.

Financial and Management Accounts:

The post holder will have responsibility for the preparation and completion of both management and financial accounts, preparation of monthly reports and forecasting in relation to income, capital and operating expenditure, ensuring compliance with all regulatory and statutory provisions, assist in the Preparation of Business cases for both Capital and recurring expenditure. The trainee will experience the full reporting responsibility and the implementation of financial controls.

Training & Development

Trainees will also have the opportunity to attend relevant training programmes as advertised by the DCU Training & Development Section. Attendance will need to be discussed and approved by the Finance Operations Manager.

Salary Scale: €23,750 - €39,691

Closing Date: 2nd December 2011

Application forms and further details may be obtained on the DCU vacancies web site: <http://www.dcu.ie/vacancies/index.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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