

**Finance Office, Research
Accounts Assistant II
(Temporary Fixed Term Contract from Oct 2011 – Aug 2014)**

Function:

The Research Assistant will provide accounting and administrative support in a number of specified areas within the Research Finance Team, as part of the Finance Office and the University as a whole.

Relationships:

The Research Assistant will report to the Research Finance 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 tasks will include but are not limited to the following:

- The post holder is responsible for the correct accounting of all income and expenditure including recording and posting journals.
- Set-up of new research projects on the financial system, ensuring the integrity of the supporting information and documentation.
- Administration of research grants applications and retention of back-up documentation for new approved projects.
- Reconciliation of research bank accounts and posting of cash lodgements.
- Assistance with the preparation of expenditure claims for individual research projects to return to funders.
- Developing relationships and dealing with queries from the DCU research community. Provide information and advice on any queries they may have in relation to their research project.
- Gathering and presenting of information required for external auditors. Dealing with queries arising from such audits.
- Liaise with external funding bodies as appropriate – to include Enterprise Ireland, European Commission, Science Foundation Ireland amongst others.
- Application of necessary financial and system controls within the Research Finance area.
- Handling incoming and outgoing mail to ensure smooth processing of all paperwork received and filing of documentation.
- The undertaking of such duties and responsibilities as may be assigned from time to time

Candidates must have a Leaving Certificate, successfully completed a recognised accounting/secretarial course and have at least three years relevant experience in a computerised office environment and preferably with a minimum of two years relevant accounting experience. Candidates should also have a good understanding of accounting procedures. Direct experience in research accounts would be an advantage.

Good communication and administrative skills and a thorough knowledge of Microsoft Office applications are essential. The successful applicant will be well organised with excellent administrative skills and capable of working with a high volume of paper work to very strict deadlines. S/he will be flexible and possess an ability to work effectively as part of the team. The applicant must have excellent communication and interpersonal skills, and be sensitive to the different requirements of a diverse University setting. Confidentiality and discretion of a very high level is expected.

Salary scale: €24,960 - €31,882

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

Closing date: 21st September 2011

This post is considered to be essential to the University.

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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