

Applications are invited from suitably qualified staff for the following position:

**Finance Office**

**Research Finance**

**Accounts Assistant II**

**(Temporary Fixed Term Contract from Oct 2011 – Aug 2014)**

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.

Please note that staff must have successfully completed their probationary period.

This vacancy is also open to existing eligible Grade II staff who may wish to transfer.

**Closing date: 21<sup>st</sup> September 2011**

This post is considered to be essential to the University.

**Application forms are available at:**

[http://www.dcu.ie/hr/vacancies/APPLICATION\\_FORM\\_6pg.doc](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](mailto:hr.applications@dcu.ie)

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