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

**INSIGHT**
Financial Co-ordinator
(Grade V)
(Fixed Term Contract- Up to Six Years)

This position is open to eligible Administrative Assistants (Grade IV) who have a minimum of three years relevant experience at Administrative Assistant (Grade IV) level. In addition, this vacancy is open to existing eligible Senior Administrative Assistants I (Grade V) who may wish to transfer and also to staff with a degree in an appropriate area plus three years relevant experience.

Applicants must hold a minimum of a primary degree, and preferably a postgraduate degree. Experience of working in a large University-based multi-site research centre with strong involvement of industry partners would be a distinct advantage. The ability to work on one’s own initiative and manage a broad remit is essential.

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

**Application forms are available at:**
[http://www.dcu.ie/vacancies/index.shtml](http://www.dcu.ie/vacancies/index.shtml) and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

**Closing Date:** 4th June 2013

_Dublin City University is an equal opportunities employer_