



Coláiste Aonad Bainistíochta	Leas-Uachtarán Airgeadais
Scoil Aonad	Oifig Airgeadais UCD
Teideal an Phoist & Réimse Ábhair (más ábhartha)	Riarthóir – Rialachas, Cáin & Cistíocht
Tréimhse an Phoist	Temporary 2-year post
Grád	Cúntóir Feidhmiúcháin Sinsearach
Scála Tuarastail	€47,675 - €57,973 in aghaidh na bliana
Cnuasach Poist agus Leibhéal Gairme	Bainistíocht Airgeadais – Leibhéal Gairme 2
Uimhir Thagartha don Ghrádú Poist	2025-05-046
Bainisteoir Líne	Riarthóir Sinsearach – Rialachas, Cáin & Cistíocht
Uimhir Thagartha an Chomórtais	020206
Riarthóir Acmhainní Daonna	Yasemin Ozdemir
Costais Athlonnaithe	Ní bhaineann
Grinnfhiosrúchán an Gharda Síochána	Níl
Iarratais agus Dáta Deiridh	https://www.ucd.ie/workatucd/jobs/
Incháilithe do Chead Oibre	Níl

Achoimre ar an bPost:

Is mian le hOifig Airgeadais UCD Riarthóir – Rialachas, Cáin agus Cistíocht a earcú chun tacaíocht oibríochtúil laethúil a sholáthar i réimsí riaracháin chánach, oibríochtaí cistíochta, agus rialachais airgeadais.

Agus iad ag tuairisciú don Riarthóir Sinsearach – Rialachas, Cáin agus Cistíocht, tacóidh an sealbhóir poist le tascanna riaracháin agus airgeadais; cuir i gcás, doiciméid a ullmhú, iontráil sonraí, coimeád taifead, imréitigh, agus rianú comhlíontachta. Beidh ról lárnach ag an gceapaí maidir le doiciméid airgeadais a chothabháil agus le tacaíocht a thabhairt do sheachadadh tuairisceán cánach, imréitigh bainc, agus nósanna imeachta deireadh míosa.

Is deis iontach í seo do dhuine atá eagraithe, a thugann aird ar mhionsonraí, agus atá ag iarraidh taithí a fháil i dtimpeallacht airgeadais ghairmiúil agus tuiscint níos doimhne a fháil ar chleachtais chánach, cistíochta, agus rialachais airgeadais laistigh d'institiúid mhór chasta.

Principal Duties and Responsibilities:

Treasury and Banking Support

- Assist in the preparation of routine treasury reports and bank documentation.
- Support the maintenance of records for bank account details, supplier banking updates, and loan schedules.
- Prepare and update cashflow tracking templates and assist in compiling inputs for forecasting activities.
- Complete assigned bank reconciliations, investigating basic variances under supervision and escalating issues where appropriate.

Tax and Compliance Administration

- Assist with the collection, collation, and verification of documentation for VAT, RCT, and PSWT compliance.
- Prepare draft supporting documentation for tax submissions and maintain accurate filing systems.
- Track key tax-related dates and assist in calendar and deadline monitoring.
- Maintain version-controlled copies of internal policies, guidance notes, and reference documents.

Governance and Policy Support

- Assist in the preparation of documents for governance-related submissions, including Annual Governance Statement materials.
- Help maintain registers and logs related to audit actions, risk, and policy compliance.
- Record and track routine updates for internal risk control documentation as directed.
- Support audit preparation by ensuring files and records are accessible and up to date.

General Administrative Support

- Respond to routine queries from internal stakeholders on standard procedures relating to banking, tax, or policy matters.
- Support the preparation and formatting of reports, templates, and committee materials.
- Contribute to the Finance Office knowledge base by drafting and updating basic articles or FAQs relevant to the function.
- Undertake other duties as assigned by the Senior Administrator or Deputy Director of Governance, Tax and Treasury.

95 Senior Executive Assistant_2010 Salary Scale: €46,703 - €56,831 per annum.

Appointment will be made on scale and in accordance with the Department of Finance guidelines.

Details on eligibility to compete and pension information is available at

<https://www.ucd.ie/hr/resourcing/eligibilitytocompete/>

About University College Dublin

University College Dublin (UCD) is one of Europe's leading research-intensive universities and Ireland's largest university, with a vibrant community of over 39,000 students and 4,000 staff from more than 152 countries. UCD combines a rich academic heritage with a global outlook, fostering innovation, creativity, and excellence across teaching, research, and public engagement.

Situated on a beautiful, parkland campus at Belfield, UCD offers a dynamic and inclusive environment where ideas flourish and collaboration thrives. As a world top-1% university, UCD is recognised for its impact on society - from groundbreaking research and sustainable innovation to nurturing future leaders across all disciplines.

Joining UCD means becoming part of a community that values excellence, integrity, diversity, and collaboration. Staff enjoy exceptional professional development opportunities, a supportive and flexible working culture, and the chance to contribute to meaningful work that shapes the future locally and globally.

UCD is committed to creating an inclusive environment where diversity is celebrated and everyone is afforded equality of opportunity. We welcome applications from applicants from all backgrounds, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy. Learn more about Diversity at <https://www.ucd.ie/workatucd/diversity/>

Reasonable accommodations will be provided to any applicant during the interview process who discloses they have a disability or are neurodiverse.



Benefits of Working at University College Dublin

Working at University College Dublin offers a wide range of benefits designed to support staff wellbeing, professional growth, and work-life balance. Employees enjoy flexible and family-friendly working arrangements, including hybrid work options, job sharing, and generous leave policies. UCD provides a strong pension scheme, income protection, and travel-related savings such as tax-efficient commuter and cycle-to-work plans. Staff have access to professional development opportunities through LinkedIn Learning, study leave, and structured career progression frameworks. The university fosters an inclusive and supportive community, offering wellbeing programs and employee assistance services, while the Belfield campus provides excellent facilities, discounts, and sports amenities. Overall, UCD promotes a positive, balanced, and development-focused working environment.

Selection Criteria

UCD has a Job Families Framework and this role is part of the Financial Management Job Family and aligns with Career Level 2. Further details on the functional and core competencies outlined in the Job Families Framework are available at <https://www.ucd.ie/hr/promotionsgrading/jobfamilies/>

Mandatory:

Experience and Qualifications

- 2-3 years' professional experience working in either a large organisation or a third level institution and/or a relevant third level professional qualification.
- Previous administrative experience in a busy office environment; finance or public sector experience is an advantage.
- Familiarity with basic financial terminology, reconciliations, or tax documentation is desirable.
- Strong organisational skills and attention to detail.
- Proficient in Microsoft Office, especially Excel and Word.
- Ability to manage time effectively, follow instructions, and meet recurring deadlines.
- Good written and verbal communication skills.

Functional Competencies

- **Taxation:** Demonstrates an understanding of tax compliance obligations relating to invoicing activities, particularly VAT for domestic and international transactions.
- **Business Environment:** Applies financial management skills in carrying out work.
- **Financial Reporting:** Prepares financial reports appropriate for internal and external users.
- **Audit:** Understands the audit compliance framework applicable to receivable activities and ensures documentation standards, including supporting schedules for audit processes meet audit requirements.

Core Competencies

- **Communicating Effectively:** Ability to engage in clear, consistent, and professional communication with internal and external stakeholders.
- **Taking Initiative:** Proactive in resolving issues, suggesting improvements, and taking ownership of responsibilities.
- **Service Focus and Innovation:** Committed to delivering excellent service to internal and external customers.

- **Planning & Organisation:** Strong organisational skills to manage competing priorities and meet deadlines.
- **Building Relationships:** Ability to collaborate across teams and build productive working relationships.
- **Service Focus and Innovation:** Ability to understand and anticipate customer needs, acting to provide a high-quality product and service to meet expectations of all internal and external stakeholders.

Desirable:

- Accounting Technician.
- Experience working with financial systems (e.g. Workday, Core Expenses, ROS) or document management systems.
- Demonstrated commitment to accuracy, teamwork, and professional growth.

Supplementary information:

The University:	https://www.ucd.ie/
UCD Strategy 2030: Breaking Boundaries	https://strategy.ucd.ie/
VP Finance:	https://www.ucd.ie/finance/
Finance Office:	https://www.ucd.ie/finance/
Equality Diversity and Inclusion at UCD	https://www.ucd.ie/workatucd/diversity/
Moving to Ireland Guidelines	https://www.ucd.ie/workatucd/locationculture/movingtoireland/

Informal Enquiries ONLY to:

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