

Applications are invited from suitably qualified candidates for the following position

**Head of Financial and Research Planning  
Professional 8  
Finance Office  
3 Year Fixed Term Contract**

**Dublin City University**

Dublin City University is a leading innovative European University with a mission to ‘transform lives and societies’. DCU ranks as one of the world’s Top 350 Universities, *Times Higher Education*, and is proud to be Ireland’s No. 1 Young University. The University is known for the ‘transformative student experience’ it offers, and is also recognised for its impact in addressing global challenges in collaboration with national and international stakeholders.

**Overview of the Department**

In the Finance Office, you'll join a dynamic team committed to delivering high quality financial services underpinned by sound financial management and technology solutions, within a collaborative and vibrant University environment. We support and provide the financial leadership in delivering DCU's mission to "[transform lives and societies](#)".

**Role Profile**

Reporting to the Chief Financial Officer (or their nominee), this is a key role within the Finance Office with a focus on budgeting and cost control, scenario and multi-year planning, research projects and other external awards, increasing the use of technology to streamline processes and reporting within assigned teams, financial acumen and financial leadership in responding to expressions of interest for new academic programmes, transnational education opportunities, domestic and international R&D proposals, as well as supporting the enrolment planning process across the faculties of the University.

The successful candidate will be responsible for ensuring compliance with University policies and internal control procedures, and engaging with stakeholders including external funding bodies.

**Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Lead the annual University core budgetary cycle ensuring that a balanced budget position is delivered across the Faculties, Schools and Professional Service Departments, and completed budget papers are available in advance of Board approval processes.
- Prepare financial models and business case papers through engagement with stakeholders, assessing both qualitative and quantitative aspects of proposals, including for transnational education, research proposals with industry, new and/or increased intakes on existing academic programmes, restructuring of activity proposals, etc.
- Prepare the annual group consolidated budget in GAAP format and financial pack as required by the Higher Education Authority, including Board papers.
- Prepare and update a rolling multi-year financial plan with assumptions for the University and DCU Group that underpins and supports operating and capital requirements in line with the objectives of the University’s Strategic Plan. The multi-year financial plan will also include scenario analysis to demonstrate key risks and opportunities.

- Ensure all programme / fee return submissions are completed and reviewed in advance of the reporting date, including funding returns to the Higher Education Authority.
- Review and approve the finance elements of new programme submissions by Faculties.
- Lead and coordinate the annual programme fees review, ensuring fee updates are aligned with the financial resourcing requirements of the institution, and prepare the Board paper.
- Review and approve the rankings financial data submissions relating to the University, including reporting on research activities.
- Present monthly budget to actual reports to the CFO for the core budget and research and projects planning, highlighting key and emerging trends, forecast out-turns, and any corrective action that has been taken or is required.
- Ensure cost return submissions to Funders, invoices outstanding, balances on completed projects, etc are reviewed monthly and actions taken to ensure amounts due from third parties and collaborating partners on research projects and external awards are received in a timely manner.
- Ensure invoicing and collection of student fees on transnational educational programmes, including e-invoicing requirements in other countries, as well as indirect and direct tax returns are completed in line with underlying agreements in a timely manner, including the implementation and/or upgrade of software solutions as required.
- Attendance at the University Resource Committee as required, where existing and new role requests are approved, and ensure all financial updates across core and research project roles are in place in advance of meetings.
- Implement new technology solutions to enhance budgeting, financial planning, research planning, and reporting and compliance requirements across assigned teams.
- Prepare detailed pay award and pension projection calculations in line with Department / HEA requirements.
- Ensure tax compliance controls are in place, documented and operating effectively across assigned teams.
- Ensure tasks for assigned teams on the Finance Office month-end programme are in appropriate detail, are completed on-time, and reviewed and updated on a monthly basis.
- Lead and enhance the current business partnering model in place between the Finance Office and internal units within the University.
- Lead and/or be the key finance representative on new projects across the institution, including enterprise-wide system implementations.
- Coordinate and organise responses to internal and external auditor requests related to assigned teams, ensuring timelines are met for year-end statutory accounts reporting purposes.
- Prepare and finalise accounting separation reports in line with annual state aid compliance requirements across the sector.
- Ensure fee scholarships are reviewed and approved in accordance with policies and procedures.
- Manage the engagement with the Fees section, ensuring a responsibilities matrix is in place, and processes are aligned with the financial control environment.
- Manage and oversee the annual production of the Full Economic Costing (FEC) data submission to the IUA, ensuring compliance with the FEC framework.
- Ensure compliance requirements for receipts and payments under the University's IP policy are met.
- Proactively provide cost leadership in identifying areas or activities where savings can be realised, demonstrating a cost benefit analysis, as well as a range of costing methodologies in supporting costing approaches.
- Proactively support enrolment planning initiatives from the financial perspective.
- As a member of the Senior Management Team in Finance, complete approvals in line with the internal control environment including of payment runs, supplier and funding partner setup requests on the financial system, etc.

- Represent the Finance Office on University Committees and External Committees, including with the Irish Universities Association (IUA).

## **Qualifications and Experience**

### **Essential**

- Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area and have at least 10 years post qualification experience within a finance function of similar scale and complexity.
- It is essential that the successful candidate is a qualified accountant with a recognised accounting body.
- Demonstrable experience across multiple aspects of the finance function, including budgeting, financial planning, research grants and external funding awards, and delivering financial leadership and commercial acumen with impact in support of business activities, as well as ensuring tax compliance requirements are met.
- Significant experience implementing change initiatives and leveraging technology to streamline processes and report preparation, with strong benefits realisation and return on investment.
- Experience in presenting at Board or equivalent level.
- Individuals must demonstrate the ability to work with a high degree of professional effectiveness in a proactive manner, including producing accurate reports, meeting deadlines, prioritising and delivering quality work, as well as bringing proposals from concept to approval stage.
- Ability to work well within a broader team, including across the wider finance function and stakeholders within the organisation.
- The ability to problem solve, brainstorm and implement innovative solutions to complex matters.
- Excellent social, communication and organisational skills with an ability to work with a variety of different stakeholders.
- An ability to influence and persuade at the highest level.

### **Desirable**

- A mix of private and public experience relevant to the role would be desirable.

### **Essential Training**

The postholder will be required to undertake the following essential compliance training:

- Orientation
- Health & Safety
- Data Protection (GDPR)
- Cyber Security Awareness
- Performance Review & Development (PRD)
- AI Literacy

Other training may need to be undertaken when required.

### **Salary Scale:**

Professional 8 - €97,805 - €128,914 refer to [DCU Payscales](#) for the applicable payscale.

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.

**Closing date:** Friday, 10<sup>th</sup> April 2026

### **Additional Information**

Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

### **Remote Working Policy**

DCU operates a Remote Working Policy. Employees may be approved for up to 2 days of remote working per week (or an appropriate pro-rata amount for those part time). Any remote working arrangement will be reflective of the predominant on-campus working environment and the core University value of 'Student Focused'.

Employees will be based on campus for the majority of their working week to ensure a sustained on campus engagement and experience. The terms of the [remote working policy](#) will apply.

**For more information on the Finance Office, please visit:** <https://www.dcu.ie/finance>

### **Informal Enquiries in relation to this role should be directed to:**

Mr John Kilcoyne, Chief Financial Officer, Finance Office, Dublin City University.

Phone: + 353 (0)1 7008336

Email: [john.kilcoyne@dcu.ie](mailto:john.kilcoyne@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

### **Application Procedure:**

Please submit your application through the online system. In order to be considered for the role to which you are applying for, you must upload:

- 1) Curriculum Vitae
- 2) Cover Letter
- 3) Completed application form (blank forms can be downloaded from the bottom of the Vacancy).

Please note, if all items are not uploaded, the application will be deemed incomplete, and will not be processed.

***Dublin City University is an equal opportunities employer.***

***In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. We will provide support and accommodations to ensure all candidates, including those with disabilities, can fully participate in the process.***

***The University's Athena Swan Silver Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)***

