

Applications are invited from suitably qualified candidates for the following position

**Financial Administrator  
Professional 4  
Student Support & Development  
Permanent 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.

**Student Support & Development**

Student Support & Development (SS&D) offers professional, academic, and personal support and development opportunities to students at DCU. It is a busy and diverse unit, which encompasses the Student Advice and Support Centre, Counselling & Personal Development, the Student Health Service, the Disability & Learning Support Office, the Access Service, the Careers Service, the Financial Assistance Office, DCU Healthy and Chaplaincy. Further information on SS&D can be found on the [SS&D Website](#).

**Role Profile**

SS&D is currently seeking a Financial Administrator to perform a variety of functions within the Unit. Reporting directly to the Dean of Students, the successful candidate will be responsible for managing external funding which is received from the HEA and other external bodies, as well as managing the SS&D central funding, with direction from the Dean of Students. They will also administer the Student Assistance Fund, which is made available to students in need of financial support at the University.

**Duties and Responsibilities**

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

**Student Assistance Fund Administration**

- Marketing of the Student Assistance Fund.
- Responsible for the assessment and processing of successful student applications for the Student Assistance Fund, including:
  - administration of the allocation of funding to students.
  - maintenance and development of the online application system (through CRM).
  - acting as a key point of contact for student queries and their resolution.
  - organisation of transactions to students.
- Manage both financial records and associated administrative tasks, which includes bi-monthly reconciliations with the DCU Agresso system.
- Manage audit processes and queries, ensuring that any queries that arise are comprehensively answered.

- Provide workshops on budgeting and financial planning for students.
- Liaise with the Finance Office and other relevant units in DCU.
- Coordinate and deliver annual reports to the HEA.

#### **Financial Management of External Funding**

- Responsible for the administration of external funding (e.g. PATH).
- Manage both financial records and associated administrative tasks which includes bi-monthly reconciliations with DCU Agresso system.
- Deliver monthly and end of year reports regarding external funding to the Dean and interim reports, as required.
- Liaise with colleagues in SS&D to ensure a balanced budget at end of year.
- Support with funding proposals for external calls, as required.
- Coordinate end of year and interim reports to the HEA and other funding bodies.

#### **Financial Management of Core Budget**

- Provide financial management, analysis and reporting of the SS&D budget to the Dean of Students.
- Management of both financial records and associated administrative tasks, which includes bi-monthly reconciliations with DCU Agresso system.
- Deliver monthly and end of year reports to the Dean and assist with financial forecasting, highlighting potential issues (i.e. overspends) and deviations from budget, with follow up to problem resolution.
- Liaise with Unit Heads and the Finance Office to ensure accounts are up to date and reconciled at all times.

#### **Minimum Internal Service Criteria**

Please note that [internal service criteria](#) will apply.

Please note staff must have successfully completed their probationary period.

#### **Qualifications and Experience**

- A primary degree or equivalent (NFQ level 7) in Accounting, Finance, Business Studies or a closely related field.
- A minimum of 2 years' relevant work experience in a Financial Administrator role or similar, preferably in a third level environment, with experience in:
  - account management, managing budgets and audits.
  - utilising Agresso or a similar finance system.
  - using a CRM system.
- Proven organisational and IT Skills.
- Excellent interpersonal and communication skills.
- Ability to deal with complexity and potentially challenging interactions on financial matters.
- Experience working with students in a third level environment on an advisory basis, with a solid understanding of the challenges students face.

#### **Desirable:**

- Experience working with students in a third level environment on an advisory basis, with a solid understanding of the challenges students face.
- 3+ years' relevant experience would be advantageous.

### **Essential Training**

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

- Orientation
- Health & Safety
- Data Protection (GDPR)
- Cyber Security Awareness
- AI Literacy

Other training may need to be undertaken when required.

### **Salary Scale:**

Professional 4 - €44,669 - €65,331 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:** Thursday, 9<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 Student Support & Development, please visit:**

<https://www.dcu.ie/students>

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

Dr Claire Bohan, Dean of Students, Student Support & Development, Dublin City University.

Email: [claire.bohan@dcu.ie](mailto:claire.bohan@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](#)*

