



# Ollscoil Mhá Nuad Maynooth University

## Finance Office Financial Accountant (Permanent)

### The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

We are seeking an experienced Accountant with a strong track record in financial accounting and reporting, tax and audit.

As a member of the Financial Reporting team, the Financial Accountant is responsible for month end, quarter and year end close and managing the internal and external audits

The post holder will report to the Head of Financial Reporting and work closely and collegially with the Financial Operations and Financial Planning teams as well as colleagues throughout the University.

### Principal Duties

#### Administrative and other duties:

- Year end Audit- preparation of the year end audit file and managing internal and external audit queries
- Assist with the preparation of the year end Consolidated Financial Statements including the relevant disclosure notes
- External and internal reporting to HEA, Revenue and other key stakeholders
- Managing the month end, quarter end and year end close
- Preparation of bi-monthly VAT returns, Professional Services Withholding Tax and Relevant Contracts Tax
- Provision of tax advice to internal stakeholders including review of University policies to ensure compliance with Revenue guidelines.
- First point of contact of Revenue for the University.



- Work closely with the International Office on (including tax) for the University's international operation
- Academic Fees Reporting for both internal management reporting and external stakeholders including the auditors
- Additional functions which may be assigned by the Head of Financial Reporting from time to time, including other activities with the Financial Reporting teams remit as outlined below.

**The ideal candidate will have:**

**Essential**

- A professional accountant qualification with a minimum of 5 years post qualification experience in a similar position with excellent business acumen.
- Demonstrated ability to work under pressure and adhere to strict deadlines.
- Technical Accounting knowledge -FRS 102 and SORP for Higher Education 2019
- Experience of managing audits and working closely with auditors
- Strong analytical and advanced excel skills, ability to manipulate large volumes of data for month end reporting and experience in the use of financial systems and BI Reporting
- Working knowledge of tax, VAT, PSWT, RCT and Determination of Employment Status
- Have excellent communication skills including presentation and training skills.
- Demonstrated ability to deliver process improvement and best practice procedures.
- Be flexible, adaptive, innovative and persuasive;

**Desirable**

- Professional Tax Qualification
- Detailed knowledge of public sector policies and procedures.

**Bursar / Finance Office**

The Finance function at Maynooth University has a mission statement "To ensure the long-term financial sustainability of the university while supporting its development and growth." In endeavouring to ensure that its delivers on this mission the function have defined the work to be carried out as following a continuum from planning through to budgeting through to controlling and reporting on past performance. In doing that, the function desires to be seen as:

- Being expert in strategic financial management;
- The authority in terms in relevant management information;
- Efficient in transaction processing;
- Leading in customer service on campus; and
- Being nimble, responsive, and helpful.

The Finance Function is divided into directorates and offices. The three directorates are Financial Planning, Financial Reporting and Financial Operations. Within Financial Operations there are seven offices, namely:



- Fees and Grants Office;
- Payroll Office;
- Accounts Payable Office (including expense payments);
- Accounts Receivable Office (exc. Fees & Grants and Research Funds Receivable);
- Procurement and Contracts Office;
- Systems and Treasury management;
- Pensions management and support office.

The Finance function has 36 staff and is led by the Chief Financial Officer, Dr. Tom Kenny. Within the finance function, the CFO chairs a Finance Executive, which is a group including the Head of Financial Operations & Systems and Systems, Head of Financial Planning and Head of Financial Reporting. In addition to the Finance Executive, the function has a staff of professional accountants and administrators who work in delivering the full range of financial services across the University.

## Financial Reporting Function

Within the Financial Operations function:

- Managing and co-ordinating the external audit process with the Office of Comptroller and Auditor General
- Managing and co-ordinating the internal financial audits with the internal auditors
- Preparation of the Consolidated Financial Statements of the University
- Preparation of the Financial Statements for Maynooth University Foundation Ltd
- Monthly, quarterly and year-end financial close process
- Preparation of monthly management accounts for presentation to Governing Authority
- Quarterly Reporting to the HEA
- Ad hoc reports/returns to HEA , IUA and other key stakeholders
- Accounting for Fixed Assets, Capital Projects and Capital Grants
- Provision of Tax Advice and processing of VAT, PSWT and RCT returns

## The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching, and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18<sup>th</sup> century roots and 21<sup>st</sup> century dynamism.

The strategic trajectory and accomplishments of Maynooth University, in the 25 years since its establishment as an autonomous public university, are exceptional, and a source of great pride to the university community, staff, students and alumni. Maynooth University in 2024 ranked in the top 90 global Times Higher Education (THE) Young University rankings, placing 86th in the world. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and



doctoral level in the humanities, science and engineering and social sciences, including business, law, and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery, and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

### **Maynooth University's Values**

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:

- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition

### **Maynooth University Strategic Plan 2023 – 2028**

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values.

Our vision is to be a university of excellence, opportunity, and impact, having a significant stake in all three.

**For more information about Maynooth University's future direction, please visit:**

**<https://strategy.maynoothuniversity.ie/>**

### **Plean Straitéiseach Ollscoil Mhá Nuad 2023 - 2028**

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uaillmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithe ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.

**Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad:**

**<https://strategy.maynoothuniversity.ie/?lang=ga>**

### **Selection and Appointment**

- Only shortlisted candidates will be invited to attend for interview;
- Candidates invited for interview will be required to make a brief presentation;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held late May.
- The appointment is expected to be effective as soon as possible thereafter.



## Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#) / [Polasaí Comhionannais agus Éagsúlachta](#), our policy on the [Employment of People with Disabilities](#), and our [Gender Equality Action Plan 2023-2026](#). We aim to reflect the diversity of the community we serve and welcome applications from all individuals across our society.

## Terms and Conditions

<b>Tenure</b>	This a full-time permanent post.
<b>Salary</b>	Senior Administrative Officer IV: €69,341 – €110,101 p.a. (7 points)  Appointments will be made in accordance with public sector pay provisions.
<b>Hours of work</b>	A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions).  This can be reviewed or adjusted from time to time through national agreements.
<b>Location</b>	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
<b>Annual Leave</b>	Annual leave and public holidays are provided for in the University policy: <a href="https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy">https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy</a>  Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
<b>University policies and schemes</b>	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:  <a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a>  <a href="https://www.maynoothuniversity.ie/human-resources/policies">https://www.maynoothuniversity.ie/human-resources/policies</a>
<b>Pension</b>	This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at: <a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a>
<b>Eligibility</b>	Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: <a href="https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/">https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/</a>  Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.



	<p><b>Former Irish Public Service employees - Certain Restrictions on Eligibility</b></p> <p>Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected:</p> <ul style="list-style-type: none"> <li>• Collective Agreement: Redundancy Payments to Public Servants</li> <li>• Incentivised Scheme for Early Retirement (ISER)</li> <li>• Department of Health and Children Circular (7/2010)</li> <li>• Department of Environment, Community &amp; Local Government (Circular Letter LG(P) 06/2013)</li> </ul> <p>Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.</p>
<b>Garda vetting</b>	Garda vetting or clearance may be required by the University.
<b>Medical</b>	The University may require a medical examination as a condition of employment.

## Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: <https://www.maynoothuniversity.ie/data-protection>

## Application Procedure

### Closing Date:

23:30hrs (local Irish time) on **Tuesday, the 13<sup>th</sup> of May 2025.**

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

**Maynooth University is an equal opportunities employer**

**The position is subject to the Statutes of the University**

