



## Ollscoil Mhá Nuad Maynooth University

### **Fees & Grants Office – Bursar’s Office** **Administrative Officer II** (Specified Purpose contract - Maternity Leave cover)

#### **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.

The Fees & Grants Office oversees the complete student finance lifecycle, from managing, invoicing & distribution of tuition fees & grants to payment of scholarships/awards, refunds and processing of international funding arrangements. The Fees & Grants team communicate and engage with incoming, current and continuing students, multiple internal and external stakeholders, are responsible for ensuring that all elements of a student’s finance lifecycle are carried out efficiently and on time.

We are seeking to recruit an Administrative Officer for the Fees & Grants Office, for a specified purpose contract. The successful candidate will report directly to the Fees & Grants Officer, or Assistant Fees & Grants Officer, and be an integral part of the Fees & Grants Office team. This is a challenging position in a busy Office, candidates must be able to demonstrate an ability to take the initiative to direct their own work, meet tight concurrent deadlines, and work as part of a team.

#### **Principal Duties**

These will include:

- **Payment Processing & Reconciliation** – Perform full bank reconciliations and manage EU and Non-EU payments from multiple stakeholders, ensuring data accuracy.
- **Fee Status Application Monitoring** – Assist in the assessment and continuous monitoring of Undergraduate and Postgraduate fee applications, ensuring consistency with compliance to University and regulatory requirements.
- **Financial Data Management** – Prepare, analyse, and maintain financial system to support accurate invoicing, timely reconciliation, and robust reporting of debtors and creditors.
- **System & Process Enhancement** – Collaborate with internal stakeholders to adapt and enhance financial and administrative processes across multiple IT platforms.
- **Cross-Departmental Collaboration** – Work closely with University units and departments to ensure clear communication, streamlined processes, and effective financial support.



- **Stakeholder Guidance** – Provide professional, accurate advice and guidance to students, staff, and external stakeholders on fee-related policies, processes, and requirements.
- **Policy & Procedure Development** – Contribute to the design, review, and continuous improvement of Fees & Grants Office procedures, ensuring compliance and operational efficiency.
- **Continuous Improvement** – Support initiatives to optimise financial systems and administrative workflows, improving accuracy, efficiency, and service delivery.
- **Regulatory Knowledge** – Maintain a strong understanding of University policies, rules, and national regulations related to the payment and management of all fee types.
- Any other duties assigned by the Fees & Grants Officer or Assistant Fees & Grants Officer.

#### The ideal candidate will have:

##### Essential

- Relevant experience, minimum 3 years, supporting administrative and financial processes, ideally within a higher education or similarly complex environment.
- Understanding of both Higher Education sector and University Fee and Grant policies.
- Ability to perform financial reconciliations, invoicing, and reporting with a high level of accuracy and attention to detail.
- Proven administrative and organisational skills, with the ability to plan, prioritise, and manage multiple concurrent tasks under tight deadlines.
- Strong IT proficiency, including Excel, MS Office suite with the proven ability to adapt quickly to new systems.
- Excellent communication skills, with the ability to engage clearly and professionally with a wide range of internal and external stakeholders.
- Demonstrated ability to work both independently and collaboratively within a team, contributing to shared goals and Office efficiency.
- High level of discretion, empathy, and diplomacy when handling confidential or sensitive financial matters.
- Flexible and adaptable, with a positive, solution-focused approach to problem-solving and process improvement.
- Awareness and understanding of GDPR issues and secure data handling practices.

##### Desirable

- Knowledge of finance management systems and/or student record systems within a higher education or similar environment.
- Awareness of the student finance lifecycle and broader University financial operations.
- Advanced proficiency in Microsoft Excel (Pivot Tables, VLOOKUP, data visualisations using charts and graphs. Proven experience with enterprise-level systems
  - ERP platforms eg SAP, Oracle, ITS
  - CRM systems

#### 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 ensuring that it delivers on this mission, the function has defined the work to be done as following a continuum from planning through to budgeting through to controlling and ultimately 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 six offices, namely:

- Fees and Grants Office;
- Salaries and Payroll Office;
- Accounts Payable Office (including expense payments);
- Accounts Receivable Office (exc. Fees & Grants and Research Funds Receivable);
- Procurement and Contracts Office;
- Pensions Office;

The Finance function has 31 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 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. The Payroll and Salaries Office is responsible for the processing of monthly and weekly payroll using Corepay. The Accounts Payable Office processes all supplier invoices and reimburse staff expenses using JD Edwards Accounts Payable and Core HR expenses software modules. Accounts Receivable Office collects all income of the university excluding student fee income.

The Fees & Grants Office is a unit within the Finance Office, who communicate and engages with incoming, current and continuing students, all University Departments and various external stakeholders. The Fees & Grants team provides guidance, support and a positive solution focused approach to ensure the delivery of a highly flexible, responsive and effective service to all stakeholders. The Fees & Grants Office are responsible for ensuring that all elements of a student's finance lifecycle are carried out efficiently and on time i.e. Invoice and collection of fee liability from various sources; Exchequer Free Tuition fee scheme; SUSI; third party payments; Rebates; Distribution and payment of various awards / scholarships/ stipends; Research funding; US and other International funding.

The Procurement and Contracts Office provides information and guidance about procurement activity within the University to staff and potential suppliers. The Pension Office is responsible for the maintenance of pension records and provision of pension information to staff and pensioners.

## 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>

Our Strategic Plan sets out an ambition to be an excellent place to learn and work, and an inclusive community where students and staff can flourish and make a distinctive contribution to the national system of higher education and the public good. Achieving this requires staff to have a strong sense of connection to the University and support from colleagues. We recognise that our people are our greatest resource and actively seeks to attract, develop, and retain a talented workforce by creating a positive and welcoming University environment. As well as offering a competitive salary, access to a public sector pension scheme, and annual leave allowance, the University also provides other facilities and benefits including, but not limited to:

- Family-friendly leave schemes
- Tax Saver travel scheme and Cycle to Work scheme
- On-campus crèche
- On-campus restaurants and coffee shops
- Employee Assistance Programme



- Health and Well-Being programmes
- Education support opportunities
- Continuous Professional Development opportunities, including leadership programmes, mentoring, Aurora programme.
- Study and Exam leave
- Sports facilities and gym

To learn more about being part of the Maynooth University team, please visit our website at <https://www.maynoothuniversity.ie/human-resources/come-work-with-us>

## Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during **October 2025**;
- The appointment is expected to be effective from **November 2025**.

## 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 is a full-time, temporary post, for a specified purpose, anticipated to be of 12 months duration.
<b>Salary</b>	Administrative Officer II (2025): €46,418 – €65,806 p.a. (9 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>	<p>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></p>
<b>Eligibility</b>	<p>Applications from non-EEA citizens are welcomed. 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></p> <p>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> <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, 30<sup>th</sup> September 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**

