



UCC

University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

Head of Management Accounting

Finance Office

Permanent Whole Time Post

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University College Cork a place of values to Believe, Belong and Become

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About Cork





Welcome from the President

Many thanks for your interest in a career at University College Cork, and in joining a dynamic group of talented people working to secure the future of our people and our planet.

UCC is one of Ireland's oldest institutions of higher education, and our historic campus is in the heart of Cork city, a vibrant economic hub located in one of Ireland's most scenic regions, with a rich cultural heritage. Ranked in the top 2% of universities globally, UCC serves a community that is both local and global. In 2010, UCC was the first third level education institution in the world to receive the Green Campus award, and today we proudly fly our Green Flag over our Main Quadrangle following continued successful renewals. UCC has held a top ten place in the UI GreenMetric World University Rankings since 2010 and is now ranked 4th in the world for sustainability.

UCC is a comprehensive university providing a broad research-based Connected Curriculum from archaeology to zoology across its undergraduate and postgraduate programmes. UCC is the top Irish Higher Education Institution for graduate employability, and our more than 220,000 alumni excel in every walk of life across the globe. Our true strength lies in the people who work and study here, and UCC's student body of more than 25,000 includes over 5,000 international students from more than 100 countries across all continents. Of the more than 3,500 professionals employed at UCC, over one third of academic staff have come from overseas.

UCC is a place of inclusion, and the diversity of our staff and students is key to realising our vision to connect and empower people to create knowledge that shapes a sustainable and inclusive world. UCC holds a Silver Athena SWAN award, and 17 of our Schools, Departments and Centres hold department-level awards.

With a strong focus on research and innovation, UCC is the leading Irish university for industry collaboration and for securing investment in Research and Innovation. The UCC Futures framework organises our research into thematic areas of excellence supporting the provision of impactful solutions to some of the most important global challenges of our time. UCC is home to several world class Research Centres including Tyndall National Institute, APC Microbiome Ireland and the UCC Sustainability Institute

As we build on our 175-year history, we remain a student-centred, connected university, committed to attracting and developing talented minds to secure our future.

This briefing pack contains information which I hope will be useful and informative should you be selected to attend for interview here in Cork. I trust that your experience of our recruitment process will be a positive one and I thank you, again, for considering a career at University College Cork.

Best wishes,

Professor John O'Halloran –President



UNIVERSITY COLLEGE CORK, A PLACE OF VALUES TO:

BELIEVE

At UCC our mission is to meet the challenges of our time, together. When you work at University College Cork, you are joining a group of diverse thinkers and innovators committed to a sustainable future for our University, our society and our world. We rely on the collective power of our people working to create and innovate towards a common purpose.

As a leading research university, our ambition is to cultivate a distinctive research reputation in signature areas of excellence.

As a community of learning, our connected curriculum underpins a relevant, dynamic and inclusive learning experience for our students.

As the world's first Green Flag university, we are proud of our leadership in sustainability and we continue to radically reform our practices and use of space and technology to meet our ambitious sustainability and climate action goals.

BELONG

We are committed to providing a diverse, inclusive and equitable working environment where everyone's contribution is valued and everyone has the potential to shape change and make a difference. We value the unique background, experience, and contribution that each staff member brings to our community and are looking for people who will make a difference.

If you believe in our vision and mission and would like to belong to community of people who are working together to make an impact, we would love to hear from you.

BECOME

When you become a member of UCC's community you will be eligible for a wide range of staff benefits and rewards including the following:

- High-quality professional and leadership development opportunities, including UCC-delivered postgraduate qualifications in Learning and Teaching, as well as Professional Practice and Leadership in Higher Education
- Staff fee concessions for undergraduate and postgraduate programmes
- Outstanding sports facilities with subsidised membership for university staff and an active sports and social club and special interest groups
- Access to comprehensive wellbeing supports
- Opportunities to engage with staff within the University community through vibrant on-campus cultural events, networks and seminars
- A University level awards scheme to recognise outstanding achievements

“

Like a flock of starlings, human systems are connected, complex and adaptive, with an extraordinary ability to synchronise with each other. Leadership, in the context of a starling murmuration, is inclusive, distributed, and wholly reliant on effective and multi-directional communication.

”

PROFESSOR JOHN O'HALLORAN
President



About UCC

University College Cork (UCC) is an internationally renowned university where excellence in teaching and research is aligned with an inclusive and respectful environment, where all staff and students can flourish and thrive.

Founded in 1845, UCC is a comprehensive research-intensive institution comprising four academic Colleges, delivering a rich tradition of collaborative teaching, research and scholarship that has true global impact.



Our Impact

Economic impact:

€3.2 MILLION
Generated every day
for the economy



€1.18 BILLION
economic impact,
supporting more than
21,000 jobs



3RD LARGEST
Employer in Cork



21,000
Jobs supported




€6
Return for every €1
of state investment



Talent capacity building and mobility impact:

96.5% of UCC
Graduates employed
or in further study
9 months after
graduation



24,386
Registered
Students



>7,500
Work-ready and
world-ready graduates
annually, meeting
economic and societal
skills need




Sector-leading
student
retention rates
averaging at
92.7%



Research, innovation and business impact:

**€113
MILLION**
Investment in
creation and
discovery



4 SPIN-OUT
Companies
created in 2023



#1
Irish university
for industry
collaboration



€10.4 MILLION
Investment in research
and innovation by
industry partners




Societal and cultural impact:

21%
Undergraduate student
intake through alternative
access pathways



45 Sports clubs and
119 Student-led
societies

positively
impacting
student life



7,000
Volunteer hours
annually by
students

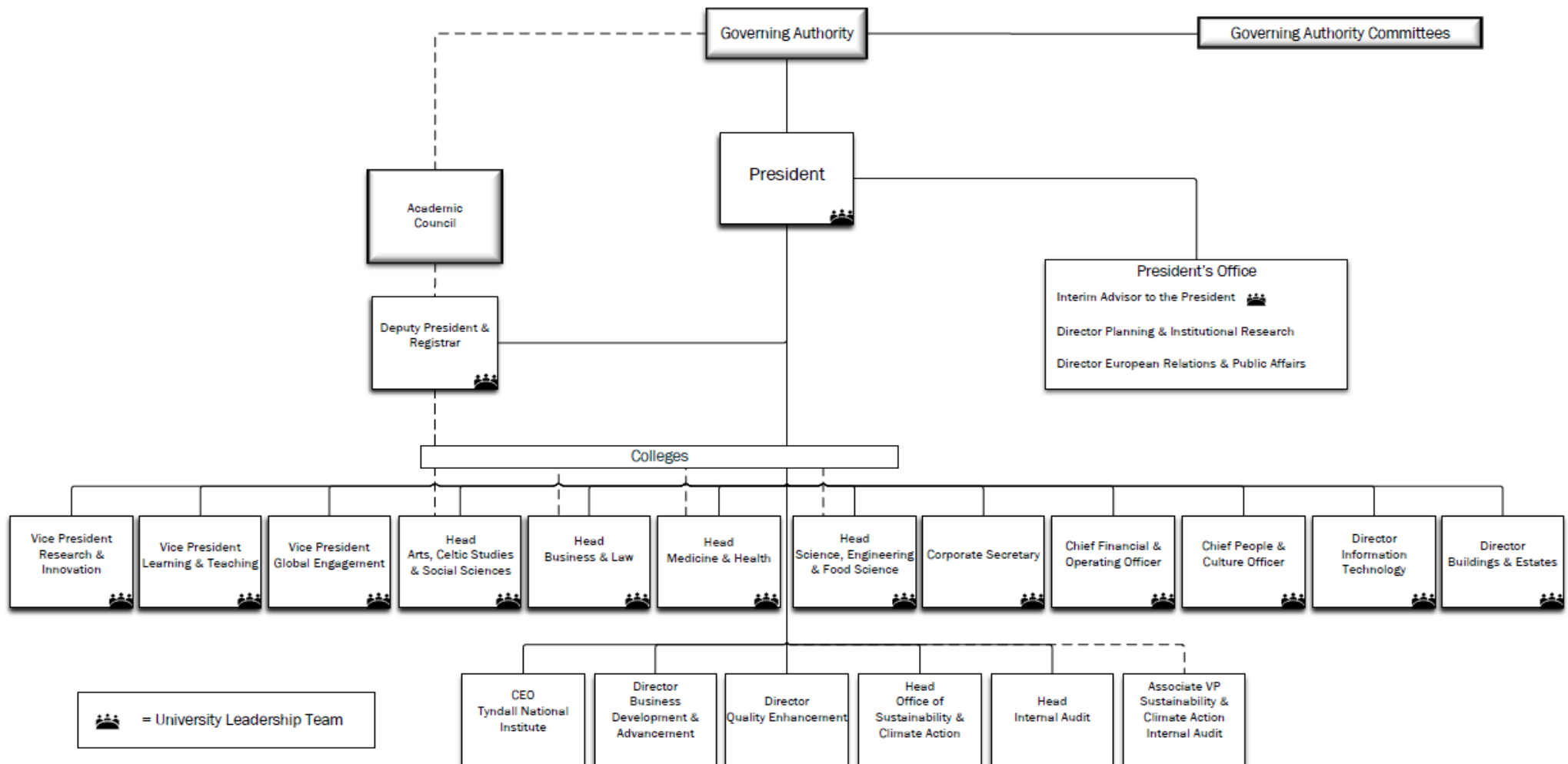


TOP 30 in the
world for its impact
and advancement of
5 UN SDGS

Organogram



University College Cork Organisational Chart

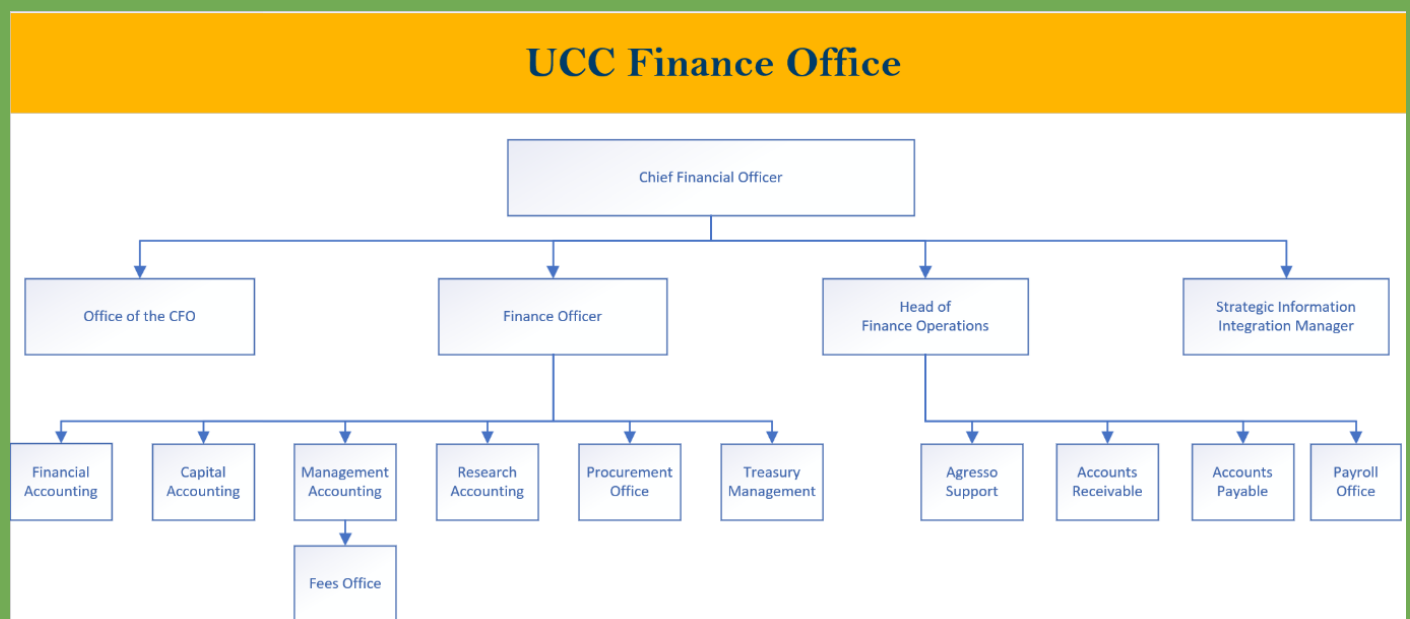




Information on the Finance Office

In alignment with the University's strategic goals the UCC Finance Office provides strategic financial planning which enables sustainable growth and academic excellence. Our mission is to provide timely, relevant and accurate financial information, services and advice to students, staff and other stakeholders by best practice, and to support and inform effective and efficient financial management of the University.

The Finance Office is structured around key functional areas to effectively support the University in achieving its strategic objectives, these include Accounts Payable, Agresso Support, Capital Accounting, Fees Office, Financial Accounting, Management Accounting, Payroll Office, Procurement & Contracts, Research Grants & Contracts and Treasury Accounting.



Role Description

The Head of Management Accounting will be responsible for budgeting and internal reporting across the University group. Specifically the role will oversee all budgets and variance analysis over a multi annual period. The post holder will form part of a broader Financial Planning & Analysis team which will also focus on long range planning.

As part of the Senior Management Team within the Finance Office, the Head of Management Accounting will work with the broader Finance team and other functional areas across the university, in particular with College Finance Managers and other senior professional accountants across the organisation to ensure that all reporting requirements are systemised and delivered within deadlines, specifically internal and external management accounting reporting requirements (quarterly and annually).

The Head of Management Accounting will also be responsible for ensuring the appropriate financial models exist within the university, to incentivise income growth and ensure the allocation of resources is aligned with the University's Strategic Plan.

The appointed person will need to be flexible in relation to the responsibilities and accountabilities and reporting line of their roles, which are subject to change in line with the wider developments underway of the Finance Office Functional Area. The post holder will model the university's values, leading positive culture and fostering good relationships across the Finance Office and across the University.

Key Duties and Responsibilities:

Financial Planning & Analysis (FP&A)

Lead the budgeting, forecasting, and long-term financial planning processes.
Provide financial modelling and scenario analysis to support business decisions.
Monitor actual performance vs. budget and explain variances.

Management Reporting

Prepare and deliver accurate, timely, and insightful management reports.
Report on KPIs and utilise dashboards to support decision making.
Support functional area managers with financial insights and performance data.
Oversee delivery of reports and data required by IUA and HEA to support sectoral submissions to regulatory bodies.

Cost Management and Control

Oversee cost accounting and ensure accurate cost allocation.
Identify cost-saving opportunities and efficiency improvements.
Monitor expenditure and propose cost optimisation strategies.

Team Leadership and Development

Lead, manage, develop, motivate and empower staff, with leadership for service level workforce planning and organisational development to ensure effective and efficient service delivery within allocated budget and resource
Take overall responsibility for the effective and strategic utilization of the area's human and financial resources.

Contribute to the creation of a cohesive culture within the team and the wider finance function that embraces the best of the unique cultures in each of its service areas.
Set clear objectives and performance goals for the team.
Foster a culture of continuous improvement and professional growth.

Business Partnering

Act as a lead point of contact to professional service business units and other senior managers as required.

Translate financial data into actionable business insights.

Collaborate with other functional areas on cross-university projects.

Internal Controls & Compliance

Ensure adherence to internal controls and financial policies.

Support internal and external audits as required.

Regulatory and financial compliance.

Maintain accuracy and integrity of financial data underpinning all internal management reporting.

System and Process Improvement

Identify and implement improvements in management accounting processes.

Work with the internal financial systems support team and with IT services to optimize financial tools around budgeting and resource allocation.

Champion digital transformation initiatives in financial planning and analysis.

Health & Safety

In addition to the statutory safety duties of all employees (as prescribed in safety legislation and the relevant local safety statement) each staff member is responsible for:

- Discharging any safety functions delegated to them by their Head of College \ School \ Department \ Centre \ Unit, in relation to the areas/ activities under their control
- Co-operating and assisting the University and the Head of College \ School \ Department \ Centre \ Unit in the discharge of their statutory safety responsibilities
- Ensuring that all work under their control, is undertaken safely and without risk to health and complies with the provision of all relevant statutory legislation

Note: *As the university continues to expand and evolve, it is likely that flexibility in regard to the allocation of specific duties will be necessary. Accordingly, the list of duties specified above is not intended to be exclusive or restrictive; duties may be added or withdrawn but any such alteration will take place after consultation with the appointee.*

SELECTION CRITERIA

The successful candidate will be expected to have:

Essential Criteria

1. Professional Accounting Qualification
2. 7+ years of experience in management accounting or a related role.
3. Comprehensive experience of accounting as per GAAP requirements.
4. Experience of developing/harnessing ERP systems to deliver a comprehensive reporting solutions (e.g. Unit4, SAP, Oracle).
5. Experience of utilising data analytics, and automation tools to deliver a continuous improvement environment.
6. Strong problem-solving, analytical, and troubleshooting skills.
7. Excellent communication and project management abilities.
8. Experience working cross-functionally with IT, finance, and business teams.

9. Knowledge of compliance and regulatory requirements related to financial reporting and data security.
10. Ability to adapt to changing business needs and emerging financial technologies.

Desirable Criteria

11. Level 8 Degree
12. Knowledge and experience of finance in the Irish HEI context.

Candidates are requested to make a personal assessment of these criteria against their own qualifications, skills and abilities to assess whether they should apply for the post

Please note: Candidates who do not demonstrate that they meet the criteria as detailed above will not be short listed.

The University, at its discretion, may undertake to make an additional appointment(s) from this competition following the conclusion of the process.

The University has determined a set of competencies which are a requirement for this post.

CONDITIONS OF EMPLOYMENT

Salary: Appointment may be made on the Senior Admin IV (Grade 8) Salary Scale: €97,577 - €117,296 (Scale B) / €92,700 - €111,432 (Scale A).

Salary placement on appointment will be in accordance with public sector pay policy.

** As required by public pay policy for the higher education sector, new appointments to a direct entry recruitment grade will generally be at the minimum (1st point) of the relevant scale.*

For existing public servants, the restriction to the first point on scale may be varied where a person is appointed to the same or an analogous grade, role or position as their previous public service employment.

The rate of remuneration for all appointments may be adjusted from time to time in line with government policy

The **working hours** for administrative staff are 35 hours per week with normal hours of duty from 9.00am to 5.00pm Monday to Friday, with 1 hour for lunch break.

Due to the nature and seniority of the post, however, it may be necessary to extend and vary these hours from time to time in order to meet the exigencies of the post.

Annual Leave will be 30 days per annum. This leave is exclusive of public holidays and Good Friday. The leave year commences on 1 July annually and four days annual leave must be held for the Christmas closure period.

Sick Leave: Sick leave will be granted in line with University policy in this regard which may change from time to time. You should familiarise yourself with the University Sick Leave Policy and University Sick Leave Management Policy.

The **tenure** of the post is **Permanent Whole Time** , based on the following provisions:

- a) A probationary period of twelve months shall apply from commencement of employment in the post during which the contract of employment may be terminated

by either party in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

- b) Except in circumstances of gross misconduct justifying immediate dismissal, the appointee will receive one month's notice of termination of employment, or, if greater, such notice as is provided for in a minimum notice in terms of Employment Act, 1973.
- c) The appointee is required to give 3 month's notice of termination of employment.

Pension: The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 established the Single Public Service Pension Scheme. In general, anyone taking up pensionable public service employment on or after 1 January 2013 is a member of the Single Scheme. The Act provides that most members of the Single Scheme have a minimum pension age consistent with the age of eligibility for the State Pension (Contributory) and a compulsory retirement age of 70. A member of this group is generally referred to as a "Single Scheme member". However, applicants who have previously worked in a pensionable post (non -Single Scheme terms) in the Irish Civil/Public service, may be offered membership of the UCC Pension scheme. The normal retirement date in this scheme is age 65. A compulsory retirement date of 70 may apply depending on date of first employment in the Irish Civil/Public service. The relevant pension scheme will be confirmed to the successful applicant on completion of the Pensions Declaration form prior to taking up employment.

Applicants that have previously availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Queries should be directed to an applicant's former Civil/Public Service Employer in the first instance. Applicants who are in receipt of an ill-health pension from an Irish Civil/Public Service body are required to declare that they are in receipt of such a pension.

Pension Abatement: If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012. Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application or an abatement waiver in respect of appointments to this position

Additional dependants' benefits can be provided by membership of the **Supplementary Life Assurance Scheme**. You will be automatically included as a member of the scheme on commencement of your employment but you may elect to opt out of the scheme at any stage. The current membership rate is 0.26% of your salary.

Membership of the **Group Personal Accident Scheme** shall apply to all employees, subject to individual acceptance by the Insurance Company. The salary quoted is subject to a deduction from salary at the rate of .06%.

The UCC **Income Continuance Plan** (ICP) provides a source of income in the event of long or short-term temporary disability. As part of your contract of employment you will be **automatically** included in the ICP with effect from the same date provided you have not previously opted out of the plan or you have been declined for cover under previous contracts of employment with UCC. **An additional benefit is membership to Specified Illness Cover (SIC) which pays a once off lump sum benefit in the event of a member being diagnosed with a specified illness.** The cost of membership of both plans will be deducted from your salary. The current combined membership rate is 1.05% of your salary.

The **Pay Related Social Insurance Class A1** rate of Pay Related Social Insurance (PRSI) applies to the post.

Voluntary Health Insurance: VHI /Laya Healthcare & Irish Life Healthcare offer group schemes. Premiums must be paid via the UCC payroll. The Laya Group No is 32805 and VHI Group No is 137.

Additional benefits: We offer progressive employment and training policies including opportunities for further studies. Staff can avail of membership of a variety of clubs and societies and a wide range of facilities on campus, including a leisure centre.

As an equal opportunities employer we offer a comprehensive suite of Work Life Balance Policies. A list of such initiatives is available on our [webpage](#).

UCC welcomes applications from non-EEA citizens. However, regulations regarding employment permits are set by the [Department of Enterprise Trade and Employment](#) and must be strictly adhered to. An offer of appointment to Non-EEA candidates **is subject to the granting of a Work Permit** by the Department of Enterprise Trade & Employment.

Candidates are requested to make a personal assessment against their own eligibility as to whether they should apply for this post.

Certificates and Testimonials: These documents should not be sent with the application. Candidates who are selected for interview will be requested to submit the necessary documentation.

References: Following completion of the interview process and the identification of the preferred candidate, any offer of appointment will be subject to receipt of satisfactory references. For internal candidates, the Department of Human Resources will seek a reference from a candidate's line manager once the preferred candidate has accepted a conditional offer of employment. Additional references may be sought on the request of the hiring manager.

Shortlisted candidates for posts shall be required to appear before a Board of Assessors. Interviews will be conducted online via Microsoft Teams in the first instance. Candidates may also be required to attend interview in person. Candidates will be notified as appropriate.

A successful candidate will be required to submit a birth certificate, documentary evidence confirming academic qualifications, and to undergo a medical examination. Garda vetting and/or an international police clearance may also be required.

Candidates may be required to produce documentary evidence to support any statements made by them on their application form or any supporting documentation.

Note: Candidates should note that any inaccurate information will invalidate their application.

Restrictions that may apply in relation to the re-employment of former public service employees or pensioners

Certain restrictions may apply in relation to the re-employment / appointment of:

- (a) former public service employees who have availed of certain collective agreements or arrangements

OR

- (b) former public service employees who are in receipt of a public service pension or who have preserved benefits under a pre-existing public service pension scheme

The following outlines some of the main agreements and schemes that may restrict a candidate's right to be re-employed in the public service or affect how they are reemployed.

The list is not exhaustive, so prospective candidates should declare any other agreements or arrangements that they may have availed of that affects or restricts their re-employment in the Public Service.

Employment Control Framework for the Higher Education Sector

Under the Employment Control Framework for the Higher Education Sector, re-employment of retired staff may only occur in very limited exceptional circumstances and in these cases the salaries offered may not exceed 20% of the full-time salary an individual was in receipt of at the time of their retirement, adjusted to reflect the application of Government pay policy in the period since their date of retirement – including in particular the application of salary adjustments imposed under the Financial Emergency Measures in the Public Interest (No. 2) Act 2009. Any such proposed arrangements must be put in advance to the Higher Education Authority (HEA) and the person concerned will only be eligible for re-employment if approval is obtained for same from the HEA.

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure, National Development Plan and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure, National Development Plan and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement may not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Pension Abatement: The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree's public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service.

Declaration: Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.



How to Apply

Applications must be submitted online via the University College Cork vacancy portal (<https://ore.ucc.ie/>). Queries relating to the online application process should be referred to recruitment@ucc.ie, quoting the job-title.

Informal enquiries can be made in confidence to Cormac McSweeney, email: cmcsweeney@ucc.ie

Candidates should apply, in confidence, **before 12noon (Irish Local Time) on Tuesday, 24th June 2025**

Please be advised no late applications will be accepted.

Former Irish Public Service employees - Certain Restrictions on Eligibility

Eligibility to apply for a position may be affected where applicants were formerly employed by an Irish Public Sector body and previously availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme including:

- Collective Agreement: Redundancy Payments to Public Servants
- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Equal Opportunities Statement

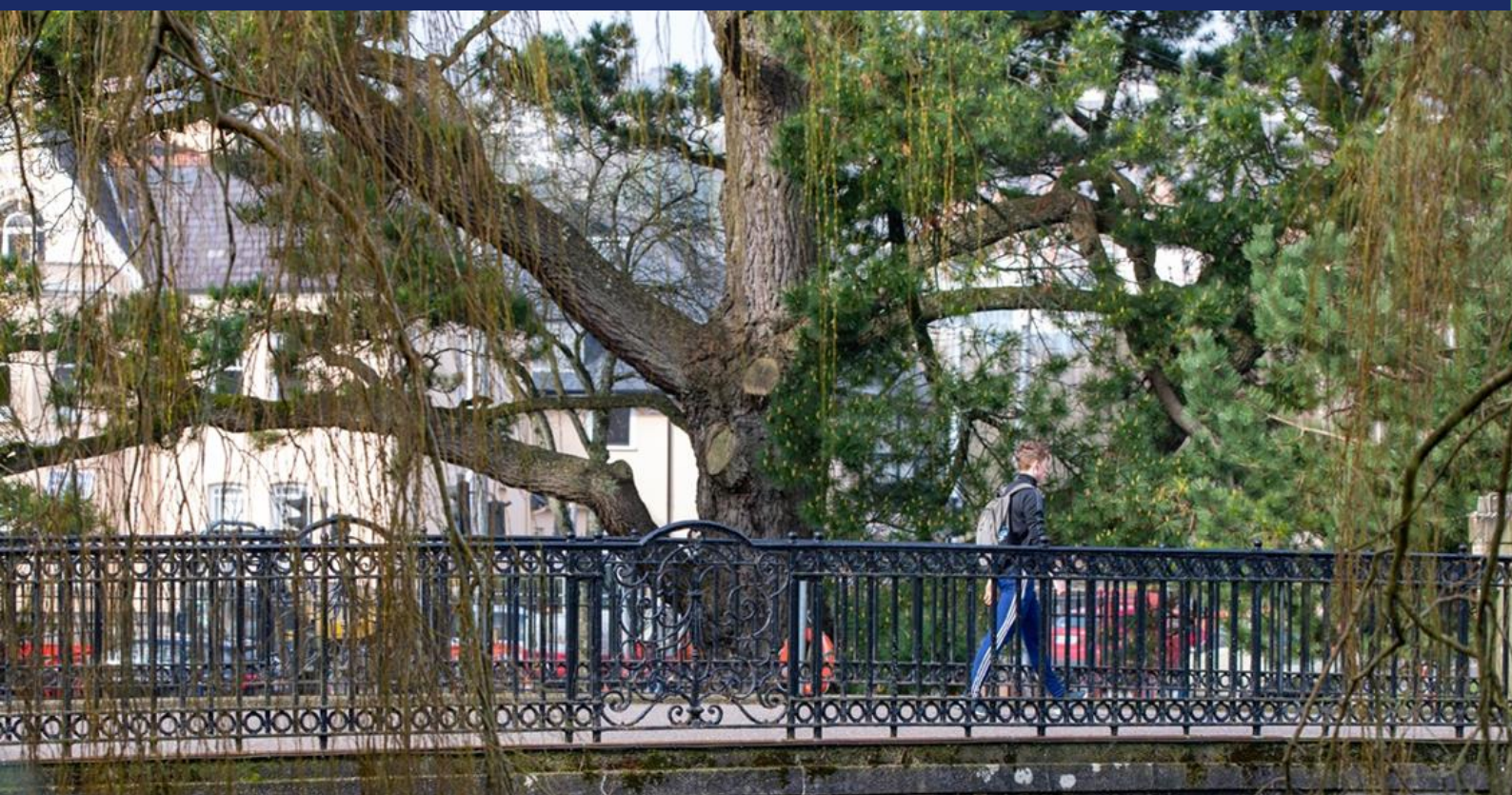
University College Cork is committed to being a fully inclusive global university which actively recruits, supports and retains colleagues from all sectors of society. Equality, Diversity and Inclusion (EDI) are core values under our **UCC Strategic Plan 2023-2028**. UCC holds a **Silver Athena SWAN** award in recognition of our commitment to advancing equality in higher education. We value diversity as well as celebrate, support and thrive on the contributions of all our employees and the communities they represent. We are proud to be an equal opportunities employer and encourage applications from everybody, regardless of age, care-giving status, disability, ethnicity, gender and/or gender identity or expression status, nationality, marital status/civil partnership, pregnancy and maternity, race, religion/creed, and/or sexual orientation. We are committed to supporting all staff through flexible working schemes, family-friendly policies, training and development, and staff networks. We value the enrichment that comes from a diverse community and seek to promote equality, prevent discrimination and protect the human rights of each individual in line with equality legislation. We encourage applicants to consult our **Dignity and Respect Policy** and learn more about our **EDI related initiatives**.

University College Cork is an equal opportunities employer. We encourage you to reach out to us directly should you require assistance or reasonable accommodation during the recruitment process.

UCC Graduate Attributes Programme

The Graduate Attributes Programme (GAP) is an integral part of our Connected University Strategy and is enabling the UCC community to write this chapter of our story, together. It is a transformative student-centric programme with the overarching objective of optimising the student journey and preparing our students to live, lead and learn in a shared, co-created future.

Further information on the UCC Graduate Attributes Programme can be found on: <https://www.ucc.ie/en/graduateattributes/>





About Cork

Ireland's second city, proudly referred to by Corkonians as 'the Real Capital' is a forward-thinking, fast-growing and friendly city and an important business and cultural hub, making it a great place to live and work.

Home to 225,000 people, Cork is a cosmopolitan city set against a backdrop of stunning coastline, countryside and picturesque coastal towns. It is easy to get around and 60% of people in Cork get to work in 30 minutes or less.

Located at the second largest natural harbour in the world Cork is the heartland of Ireland's energy, food, pharmaceutical and ICT industries. Seven out of ten of the world's top pharmaceutical companies and Ireland's top four food companies are located in the province. UCC graduates make a critical contribution to the local talent pipeline that is at the heart of innovation and competitiveness for the region.

Cork is the fastest growing city in the country and has been ranked as one of Europe's top 25 cities of the future.

