



# Ollscoil Mhá Nuad Maynooth University

## Bursar's Office Business Partner (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.

As a member of the financial planning team the Business Partner will be required to provide real-time support and analysis, to be a trusted advisor, and to add value that will assist in decision-making at all levels across the University from the relevant University Executive member to the specific department and to facilitate in the devolution of budgets.

The role is to act as a 'translator' to non-financial staff and be the first point of contact between the department and finance, assisting with the implementation of university policies. The role will require financial analysis, forecasting, budgeting, performance monitoring, and risk management, with a strong emphasis on communication and stakeholder management. The business partner must both challenge and coach each department to ensure success in the role.

Business partners will provide support for day-to-day financial decisions, shaping strategy and the direction of the business. You will interpret and present the findings to University management in a clear and concise way highlighting the need and use of resources for operational and strategic departmental plans, in conjunction with the Head of Financial Planning, the Budget Accountant and other Business Partners in the team. The Business Partner will have a thorough understanding of the Universities finances with an ability to think creatively to find solutions while providing financial advice, business insight, guidance and recommendations and/or involving the relevant specialists from the finance function or other service areas in the University as required.

### Principal Duties

This will include:

- **Financial Analysis and Reporting:** providing accurate and timely financial reports; analysing financial data; tracking actual performance against budgets and providing insights to support business decisions.
- **Forecasting and Budgeting:** developing and managing budgets (on a rolling basis and over a five year horizon), preparing financial forecasts, supporting business planning by providing



financial analysis and modelling and working with non- finance managers to drive the devolved budgeting process.

- **Performance Monitoring:** identify and measure key drivers; key performance indicators and trend analysis.
- **Stakeholder Management:** building and maintaining strong relationships with key stakeholders across different departments. Collaborating with departments/units to understand their needs and objectives, and ensuring financial strategies are aligned with overall organisational goals.
- **Risk Management:** identifying and assessing financial risks, and working with business units to develop mitigation strategies.
- **Financial Guidance:** recommending finance solutions which drive efficiency, improve understanding of business models, and reduce business risk, through standard accounting rules and practices. Present findings and suggestions to senior management through reports, presentations, and meetings.
- **Training:** gaps are identified and addressed in conjunction with the Finance department.
- **Projects:** undertaking project-based work for specific strategies / business initiatives.
- Any other work assigned by the Head of Financial Planning/Chief Financial Officer.

**The ideal candidate will:**

### Essential

- Be a professionally qualified accountant with a minimum of five years post qualification experience in a similar position.
- Have a thorough understanding of a business partner role with a strong ability to build effective working relationships throughout the university at all levels.
- Have excellent business acumen and a thorough understanding of best practice financial policies and processes with knowledge of audit compliance requirements.
- Proven ability to anticipate business issues provide insights and recommend appropriate action while supporting the drive for process improvement.
- Be able to demonstrate real experience in the use of business intelligence and reporting tools in financial models with strong analytical skills. Ability to analyse data, interpret financial information, and build financial models.
- Have excellent communication and interpersonal skills including presentation and training skills with the ability to communicate financial information clearly and concisely to diverse stakeholders.
- Demonstrate the ability to lead and manage workload under pressure and to strict deadlines while also demonstrating ability to work as part of a team.
- Ability to work on multiple projects simultaneously and to handle various tasks and prioritises while still providing accurate results. Must be flexible, adaptive, innovative and persuasive.
- Have problem solving skills: the ability to identify the cause of an issue and develop creative solutions that address the problem. The ability to make quick decisions, as many of the issues encountered are time-sensitive. The ability to influence and challenge effectively with data driven insights.

### 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 endeavoring to ensure that it delivers on this mission, the function has defined the work to be carried out 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 an expert in strategic financial management;
- The authority in terms of relevant management information;
- Efficient in transaction processing;
- Leading in customer service on campus;



- 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;

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 Bursar's Office, who communicate and engage with incoming, current and continuing students, all University Departments and various external stakeholders. The Fees & Grants team provide 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 life cycle are carried out efficiently and on time, including:

- 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 is now acknowledged to be one of the leading young universities in the world, and in 2022 ranked # 1 in Ireland in the latest Times Higher Education (THE) Best Young University Rankings. 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.

## Principles and Values

Maynooth University is committed to the following values:

- Scholarly rigour;
- Academic freedom;
- Integrity and ethical behaviour;
- Collegiality, transparency and trust;
- Equality, inclusiveness and social justice;
- Operational excellence, organisational flexibility and responsiveness;
- Dignity, respect and care for the individual.

## 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 uailmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithí 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;
- 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 during October 2025;
- 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 (2025): €70,034 – €111,202 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>	<p>Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at:</p> <p><a href="https://www.maynoothuniversity.ie/university-policies">https://www.maynoothuniversity.ie/university-policies</a></p> <p><a href="https://www.maynoothuniversity.ie/human-resources/policies">https://www.maynoothuniversity.ie/human-resources/policies</a></p>
<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:</p> <p><a href="https://www.maynoothuniversity.ie/human-resources/pension-information">https://www.maynoothuniversity.ie/human-resources/pension-information</a></p>
<b>Eligibility</b>	<p>Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at:</p> <p><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) Sunday 28<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**

