



GRANTS OFFICER

UNIVERSITY COLLEGE DUBLIN FOUNDATION

UCD Foundation engages in fundraising activities to support University College Dublin in its pursuit of world-class education, teaching, research and innovation.

To support the work of the Stewardship and Finance team and to contribute to its ongoing success, UCD Foundation is seeking to recruit a Grants Officer. This is a great opportunity for a hard-working, analytical and diligent individual to join a highly regarded and successful team.

Role:

To coordinate and assist with the overall governance of the grant administration and related financial and stewardship activities of UCD Foundation.

Reporting directly to the Finance Manager, you will be responsible for:

- Grant management and reporting process
- Issuing grant application forms to relevant school/university units
- Serve as the point of contact for all grant information for pre and post applications
- Process and obtain approvals for grant applications ensuring all relevant information has been provided
- Maintain database and internal records to track grant activities
- Liaising with grant recipients regarding how grants are disbursed and obtaining supporting documentation for all grants
- Liaising with the UCD Finance Office and Finance Managers across the University to ensure compliance with UCD Foundation grant award conditions
- Prepare financial summaries of funds to be included in stewardship reports
- Assist stewardship team with ad-hoc reports and presentations
- Implement new on-line system for automating, recording and approving grant applications
- All other ad-hoc duties, as assigned by the Finance Manager.

Suitable candidates will possess the following experience and professional characteristics:

- Qualified to degree level preferably in Business or Accounting
- Have a strong financial acumen
- 2 years + experience working in accounts or as part of Finance team necessary (within a not for profit or educational organisation, desirable)
- Excellent communication and interpersonal skills
- Must act in a professional manner and be able to work well as part of a team
- Must be proactive and have ability to work on own initiative
- High degree of accuracy and attention to detail are essential
- Must be flexible and capable of taking on new tasks
- Strong organisational skills together with the ability to prioritise work and meet deadlines
- Strong IT skills including an advanced working knowledge of MS Excel. Previous experience of Raisers Edge or similar databases desirable.

Apply with CV and cover letter to accounts@ucdfoundation.ie. Applications will be reviewed on receipt.

Final closing date for applications: 28 May 2019.