



FOUNDATION

FINANCE ASSISTANT ROLE SPECIFICATION

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

To support the work of the Development and Alumni Relations Office (DARO) teams and to contribute to its ongoing growth and development, UCD Foundation is seeking to recruit an experienced professional for a Finance Assistant position.

ROLE PURPOSE: Reporting to the Financial Accountant the finance assistant will support the day-to-day effective operational running of the finance department.

Specific Responsibilities will include:

- Opening and managing post on a daily basis
- Managing cash/cheque lodgements accurately (including Friends of UCD & UCD Development & Relations office, all of which are incorporated into the DARO office)
- Processing, recording and receipting daily donations in a timely and accurate manner
- Reconciliation of gift receipts per finance systems to donor database records
- Invoicing debtors and monthly credit control
- Recording and tracking grant applications and payments
- Assisting with the processing of direct debit donations within required deadlines
- Preparation and analysis of income and fund summary reports
- Entering requisitions for PO numbers within agreed policy
- Assisting with monthly bank reconciliations
- Providing backup for monthly credit cards expenditure
- Manage petty cash expenditure and reconcile at month end
- Ensuring month end close off dates adhered to with debtors and banking
- Provide cover to assist in the timely processing of purchase invoices and the generation and posting of monthly EFT/BACS payment runs
- Dealing with queries from internal or external stakeholders, resolving where possible
- Assisting with the annual statutory audit process
- Other ad hoc administration and finance tasks as required and deemed appropriate to this role.

Skills & Experience

- Experience of 2 years + working in a busy accounts' environment with experience of accounts receivable and accounts payable
- Experience with Microsoft Dynamics Navision is desirable but not essential
- Strong IT skills including an intermediate working knowledge of MS Excel

- Previous experience of Raisers Edge or similar databases desirable
- Possess, the highest degree of integrity and confidentiality at all times
- 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
- Excellent communication and interpersonal skills
- Must be flexible and capable of taking on new tasks
- Strong organisational skills together with the ability to prioritise work and meet deadlines whilst maintaining a high standard of work.

What You can Expect from Us

You will be part of a dynamic, fast-paced organisation where you will be working in a close-knit and collaborative team environment.

UCD Foundation has a structured formal and informal training programme that all staff may avail of.

Additional details/ Application Process

This position is for a one-year period with high possibility of renewal. Salary scale €25,000 - €35,000 with potential future opportunities for growth as part of UCD Foundation's performance development programme.

Interested applicants should apply with CV and cover letter by emailing accounts@ucdfoundation.ie before 5pm on Friday 10 June 2022.

For further information on the work we do, please visit:

<https://www.ucdfoundation.ie>