



Job Title: Accounting Technician

Role Summary

About UCD Foundation: UCD Foundation works to support University College Dublin in its pursuit of world-class education, teaching, research and innovation. The Foundation is engaged in fundraising activity for transformational, multi-year development programmes. The immediate priorities include securing investment for cutting-edge facilities, research, outstanding faculty, and College Support Funds.

Purpose of the role: The Accounting Technician plays a crucial role in maintaining accurate financial records and ensuring compliance with accounting standards. This position demands a detail-oriented professional with a comprehensive understanding of accounting principles and regulations.

This role sits in the Finance team and reports directly to the Financial Accountant

Key Responsibilities:

- 1. Financial Record Maintenance:**
 - Accurately record and classify financial transactions.
 - Reconcile accounts to ensure accuracy and completeness.

- 2. Administrative tasks:**
 - Manage expenses and administer payments for invoices.
 - Additional administration tasks in line with business requirements.
 - Online and Physical Filing.

- 3. Compliance and Reporting:**
 - Stay updated on Irish accounting regulations and ensure adherence.
 - Prepare financial reports and statements in compliance with relevant standards.
 - Assisting with the annual statutory audit process.

- 4. Bookkeeping and General Ledger:**
 - Conduct efficient and organised bookkeeping activities.
 - Manage the general ledger and assist in the preparation of trial balances.

- 5. VAT and Taxation:**
 - Handle VAT calculations and submissions.
 - Assist in the preparation of tax returns and liaise with relevant authorities.

- 6. Financial Analysis:**
 - Provide support for financial analysis and budgeting processes.
 - Identify trends and recommend actions to enhance financial performance.



Person Specifications & Qualifications:

Education Standards:

- Recognised Accounting Technician Qualification (e.g. ATI).

Requirements:

- Strong IT skills particularly MS Excel.
- Strong analytical and problem-solving skills.
- Methodical approach with excellent attention to detail.
- Proactive self-starter capable of working independently.
- Strong knowledge of accounting principles and practices.
- Experience in a similar role.

Additional Skills:

- **Communication and Collaboration:** Confidently communicate financial information to both financial and non-financial stakeholders. Collaborate with internal teams and external auditors.
- **Time Management:** Ability to manage multiple tasks and deadlines effectively. - Maintain a high level of accuracy and attention to detail.
- **Ethics and Integrity:** Uphold ethical standards and confidentiality in handling financial information. Demonstrate integrity in financial reporting and decision-making.
- **Professional Development:** Stay informed about changes in accounting standards and regulations. - Pursue ongoing professional development opportunities.

Personal characteristics/competencies:

- Excellent communication skills, both verbal and written.
- Strong interpersonal skills and ability to work within a team.
- Strong administration and organisation skills.
- Self-motivated, enthusiastic, and driven.
- Capable of working on own initiative.
- Capable of dealing with potential problems in a calm and assured manner.

Desirable attributes:

- Previous experience in working in non for profit organisations.

What You Can Expect from Us

UCD Foundation is excited to be adding this role to our team. In return for enthusiasm and a willingness to learn from your colleagues, you can expect the opportunity to develop and thrive in a positive and collaborative work environment where each team member's contribution is valued and acknowledged.

We are committed to providing you with the knowledge and experience that will equip you to carve out a career in finance and not-for-profit operations, as well as transferable skills that would be attractive to future employers across every sector.

UCD Foundation employees are located on the UCD Belfield campus. We take a hybrid approach to being on site (three days a week on site on completion of probation period).



Salary and Benefits:

- Attractive basic salary – (scale: €35,000 to €40,000 depending on experience).
- 21 days annual leave plus additional days (i.e. Good Friday, Christmas period).
- Opportunities for 'time in lieu' for specific volunteering days.
- Generous paid sick leave entitlement.
- Pension – defined contribution – 10% employer contribution, on completion of a successful 6-month probationary period.
- Employee assistance programme.
- Cycle-to-work scheme.
- Hybrid Working.
- Up to two weeks remote working.
- Opportunity to take unpaid leave over the summer (max two weeks).
- Reduced employee rates for UCD Sports & Fitness.
- International partnerships and knowledge networks (e.g. CASE membership, Charities Institute).

Additional details/ Application process

The contract for Accounting Technician is initially for three years subject to a satisfactory probationary period. The successful candidate will be subject to a probationary period of six months.

All applicants must have the right to work in Ireland.

To apply, send a **cover letter and CV** to Caroline Doran, Human Resources Manager via email. Caroline.Doran@ucdfoundation.ie with the subject line 'Application: Accounting Technician.'

The closing date for applications for this role is 22nd May 2024.

UCD Foundation is an equal opportunities employer which welcomes applications from any individuals with the relevant skills and abilities to help make its diverse workforce more effective.

Further information on the work we do can be found on the following websites:

www.ucdfoundation.ie

www.ucd.ie