



Finance Officer Role and Person Specification



About UCD Foundation

UCD Foundation is the philanthropic arm of University College Dublin, dedicated to supporting the university's mission of excellence in education, research, and innovation.

UCD Foundation operates across four key pillars: Development, Alumni Engagement, Advancement and Corporate Services. Together, these pillars drive strategic fundraising, build meaningful relationships with alumni and donors, and deliver impactful programmes that benefit the UCD community. UCD Foundation plays a central role in enabling transformational initiatives through philanthropic support and long-term engagement.

The Finance Officer maintains accurate financial records and supports daily financial operations across banking, accounts payable/receivable, and donor gift reconciliation. Working closely with the Finance Manager, you will ensure compliance with accounting standards and internal control policies.

Role and Person Specification

The successful candidate will bring existing skills to the role and have the opportunity to develop new ones in a dynamic environment with strong potential for professional growth and development.

Key Responsibilities

Accounts Payable & Requisitions:

- Process supplier invoices, expense claims, and credit card expenditure.
- Enter requisitions for Purchase Order (PO) numbers in compliance with internal policy.
- Assist with monthly EFT/BACS payment runs.

Accounts Receivable & Credit Control:

- Invoice debtors and manage monthly credit control follow-ups.
- Process, record and issue official receipts for daily philanthropic donations in a timely manner.

Banking & Reconciliations:

- Manage daily cashbook transactions and physical cash/cheque lodgements for DARO / Friends of UCD entities.
- Assist with monthly bank reconciliations and manage petty cash expenditure.
- Reconcile gift receipts in financial accounting systems against donor CRM records (Salesforce).

Financial Reporting & Compliance:

- Assist with month-end closing schedules, adherence to debtor close-off dates, and preparation of income/fund summary reports.
- Assist during the annual statutory audit process.

Administration & Stakeholder Support:

- Manage incoming post, financial record filing and handle queries from internal and external stakeholders.
- Provide general ad-hoc administrative and financial support as required by the Finance Manager.

Person Specification & Qualifications

Qualifications & Technical Skills

- **Education & Background:** Accounting Technician qualification (e.g., ATI) or a relevant diploma/degree in finance, accounting, or business administration.
- **Practical Finance Experience:** Hands-on experience in an accounts department managing Accounts Payable, Accounts Receivable, cash handling and bank reconciliations.
- **Software Systems:**
 - Intermediate MS Excel skills (managing financial spreadsheets, vlookups, formulas).
 - Working knowledge of financial accounting software (e.g., Microsoft Dynamics NAV) and CRM systems (e.g., Salesforce, Raiser's Edge) is highly desirable.

Key Professional Skills & Competencies

- **Communication & Stakeholder Collaboration:** Ability to confidently communicate financial information to both financial and non-financial colleagues, collaborate with internal teams, and assist external auditors during the annual audit process.
- **Time Management & Prioritisation:** Strong organisational skills with a proven ability to manage multiple administrative tasks, balance competing priorities, and consistently meet strict month-end deadlines.
- **Ethics, Integrity & Confidentiality:** High moral and ethical standards when handling sensitive financial or donor data, ensuring discretion, confidentiality, and accuracy in all financial record-keeping.
- **Accuracy & Attention to Detail:** Exceptional precision when inputting data, carrying out reconciliations, and managing ledger records.
- **Continuous Professional Development:** Commitment to staying informed about relevant updates in charity accounting practices, tax regulations, and internal financial controls.

What You Can Expect from Us

UCD Foundation is delighted to be recruiting for this role within our dynamic and supportive team. In return for your enthusiasm and willingness to learn, we offer a collaborative and positive work environment where every team member's contribution is valued and recognised.

You will have the opportunity to grow professionally, gaining hands-on experience in finance and not-for-profit operations, while developing transferable skills that are highly sought after across sectors. We are committed to supporting your development and helping you build a rewarding career.

Our team is based on the UCD Belfield campus and we operate a hybrid working model, typically three days on-site and up to two days working from home. During the probation period, additional on-site days may be required to support onboarding and training.

Salary and Benefits

- Salary range: €38,389 to €45,000 (depending on experience)
- 21 days annual leave, plus additional days (e.g. Good Friday, Christmas closure)
- Generous paid sick leave entitlement
- Defined contribution pension scheme – 10% employer contribution, 1.5% employee contribution
- Employee Assistance Programme
- Cycle-to-Work Scheme
- Hybrid working model
- Up to two weeks remote working annually
- Option to take up to two weeks unpaid leave during summer
- Reduced employee rates at UCD Sports & Fitness
- Access to international knowledge networks and professional development (e.g. CASE membership, Charities Institute Ireland)

Application Process

How to Apply

To apply, please send a cover letter outlining your suitability for the role, along with a full Curriculum Vitae, to caroline.doran@ucdfoundation.ie. Please ensure that you specify **Application: Finance Officer** in the subject line of your email.

Closing Date: 5.30pm on Monday 5th October 2026.

First Round Interview

Shortlisted candidates will be invited to an in-person, competency-based interview focused on relevant skills and experience.

Second Round Interview

Selected candidates will attend a second in-person interview, which may include a task or a short presentation to the interview panel. Details will be provided in advance to allow for preparation.

Reference Checking

The preferred candidate will be asked to provide two references, ideally from their most recent employers.

Additional information:

This is a three-year fixed-term contract, subject to a six-month probationary period.

Equal Opportunities

We value diversity and are dedicated to building an inclusive team. We welcome applications from all candidates regardless of background, gender, civil or family status, sexual orientation, age, religion, disability, race, or Traveller community membership.

Eligibility Notice

As this is a 3-year fixed-term position, applicants must hold existing, independent legal entitlement to work full-time in Ireland for the duration of the contract without requiring employment permit sponsorship.