



## Finance & Data Officer

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The Irish Universities Association (IUA) is the representative organisation for Irish universities, acting as the 'voice' of its university members and is committed to:

- clearly and publicly articulating the importance and value of university education;
- acting as an advocate for the university system;
- providing effective liaison and dialogue with the State and its agencies;
- ensuring the system is resourced and prepared for the challenges of the future;
- developing sectoral policies and strategies;
- maximising the contribution of higher education in all its dimensions to society and the economy.

We now invite applications for the full-time contract position of Finance & Data Officer which will form a key part of our Finance & Operations team supporting universities across finance, governance and operations.

### **Role Purpose**

Reporting to Director and Deputy Director of Finance & Operations the appointed individual will be responsible for all internal and external financial reporting requirements including management accounts, external project reporting and statutory financial reporting. The appointed individual will also be responsible for all internal governance related requirements and will support university finance related groups on finance related issues. The role will also involve developing the data capacity of the IUA to support sectoral advocacy.

### **Reporting to:**

Director and Deputy Director of Finance & Operations

### **Key Responsibilities**

- Preparation of management accounts, annual budgets and monitoring and reporting of actual expenditure against budget.
- Preparation of IUA annual financial statements and the supporting audit process and requirements.
- Preparation and submission of financial progress reports on projects run by IUA. Projects funded from a variety of sources (HEA, Government Departments, EU) each with its own bespoke reporting template etc.

- Developing and implementing financial reporting processes and procedures for project reporting.
- Monitoring and improvement of internal financial controls and processes.
- Providing support in respect of internal and external governance related requirements including compliance with the Charities Governance Code.
- Providing support in respect of company secretarial duties.
- Preparation of bi-monthly VAT returns / tri-annual IUA lobbying returns.
- Maintenance and improvement of the accounting system.
- Provision of support to university finance groups on finance related issues including organizing, attending and contributing to meetings and progressing sectoral policies and projects.
- Developing the data capacity of the IUA and providing data and analysis to support sectoral advocacy.
- Provision of support on specific strategic policy initiatives arising from time to time.
- Supporting the Director and Deputy Director of Finance & Operations on various projects.
- Supporting the Office Manager in general operational matters.

### **Key Attributes**

- Qualified or part-qualified accountant
- Strong technical abilities
- Ability to work on own initiative and to be flexible and adaptable
- Ability to multi-task, prioritise, manage varied workload and to meet deadlines
- Excellent data analysis and data management skills
- Good business acumen
- Good understanding of governance and risk management
- Excellent writing, analytical and communication skills
- Strong attention to detail
- Strong proficiency in Excel
- Enthusiastic with a hands-on attitude to work and drive for continuous improvement
- Good inter-personal skills and ability to develop and foster relationships with a range of key stakeholders
- Interest or background in Higher Education would be an advantage
- Knowledge of Quickbooks accounting system would be an advantage.

## **Contract Details**

The IUA is committed to flexible working. The majority of our roles can be carried out successfully by remote / blended working. Our focus is on getting the job done rather than where the job-doer is located. The position of Finance & Data Officer is offered on a 2-year fixed term contract, and subject to a period of probation and meeting on-going performance requirements. The role may require domestic travel within Ireland.

Salary in the region of €50,000 - €55,000 commensurate with experience will be offered.

## **Applications**

Please forward a detailed but concise CV and cover letter (max 500 words), demonstrating the competencies and experience listed above, by email by February 27<sup>th</sup> 2022 to: [marguerita.lardner@iua.ie](mailto:marguerita.lardner@iua.ie) Tel. 01 6764948

The IUA is an equal opportunities employer