



Job Title: Accountant (part-time/flexible hours)

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.

About the Role: UCD Foundation is seeking a part-qualified or qualified accountant to join our Finance Team. This role offers a challenging, rewarding, and dynamic work environment within a purpose-driven organisation.

This is a part-time position (22.5 hours per week), and we are open to flexible working arrangements for the right candidate.

Key Responsibilities:

Reporting to the Director of Corporate Services, the Accountant will:

- Provide financial analysis, including monthly, quarterly, and annual reporting of funds.
- Prepare financial summaries of funds to be included in stewardship reports.
- Assist the stewardship team with bespoke donor reports and presentations.
- Maintain database and internal records to track fund activities.
- Work with internal stakeholders to ensure timely and appropriate transfer of funds to relevant UCD cost centres.
- Serve as the point of contact for grant information queries for pre and post applications.
- Liaise with grant recipients regarding any queries, obtaining supporting documentation and ensuring approved by UCD authorised official.
- All other ad-hoc duties, as assigned by the Director of Corporate Services.



Person Specifications & Qualifications:

Education Standards:

- Qualified/Part qualified Accountant.

Requirements:

- 3+ years' experience in an accounting role.
- Prior experience in the nonprofit or education sector (preferred but not essential).
- Experience with Microsoft Dynamics Navision (desirable).
- Strong IT skills, including advanced MS Excel. Experience with Raiser's Edge or similar databases is an advantage.
- Excellent attention to detail, accuracy, and problem-solving skills.
- A flexible and proactive approach to new tasks.

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 and prioritise multiple tasks and deadlines effectively.
- Ethics, Integrity and Professionalism: 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.

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 (60% of time on site on completion of probation period).



Salary and Benefits:

- Attractive basic salary – (scale: €27,000 to €33,000 based on 22.5 hours per week).
- 12.5 days annual leave plus additional days (i.e. Good Friday, Christmas period). This has been prorated to reflect part-time hours.
- Opportunities for ‘time in lieu’ for specific volunteering days.
- Generous paid sick leave entitlement after completion of probation.
- Pension – defined contribution – 10% employer contribution, on completion of a successful probationary period.
- Employee assistance programme.
- Cycle-to-work scheme.
- Hybrid Working (up to 40% of time can be worked from home following probation).
- Up to two weeks remote working per year.
- Opportunity to take unpaid leave over the summer (max two weeks).
- Reduced employee rates for UCD Sports & Fitness.

Additional details/ Application process

The contract for the Accountant 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, please **submit your CV and a cover letter** outlining your relevant experience and why you are a suitable candidate for this position to Caroline Doran, Human Resources Manager, via email, caroline.doran@ucdfoundation.ie with the subject line ‘Application: Accountant’

The closing date for applications for this role is 25th February 2025.

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