



Dublin Business School (DBS) is the leading independent third level institution in Ireland and provides a wide range of undergraduate, graduate, executive and professional programmes. The School is part of Kaplan, Inc., a leading international provider of higher education, professional development and lifelong learning programmes.

Job Title: Finance Manager

Location: Dublin Business School, Aungier Street

Reports to: Head of Finance

Job Description

Support the Head of Finance in providing the company with a strong financial control environment and to manage the processing of all financial transactions.

Main Responsibilities:

- To ensure complete and accurate processing of all financial transactions including sales invoicing, purchase invoices, payroll and treasury transactions.
- To assist with the production of accurate & timely management accounts. To ensure a strong control environment is maintained and continuous improvements made.
- To assist with the statutory accounts preparation and audit process within set timeframes.
- To maintain accounting systems.
- To liaise and work in partnership with other functions of the College in the undertaking of the above objectives such as admissions, HR, IT, academic management, etc.
- Assist in the preparation of monthly management accounts.
- Assist in the revenue reporting of undergraduate and postgraduate courses under group revenue recognition policies
- Assist in the revenue reporting of funded contracts

- Assist in the revenue reporting of major commercial contracts
- Monitor cost control including reviewing spend versus budget by department
- Responsible for the maintenance of the sales ledger, purchase ledger and the payroll programme ensuring adequate controls are in place to produce accurate and timely financial transactions.
- Review and confirmation of staff expense claims against company policy.
- Management and responsibility of the treasury function.
- Responsible for managing the balance sheet accounts including monthly control account reconciliations.
- Preparation of all audit schedules.
- Assist in the preparation of the statutory accounts and in the management of the audit process.
- Preparation of all corporation tax schedules and assistance in preparation of corporation tax computations in conjunction with the company's tax advisers.
- Preparation of VAT returns on reverse charge accounting.
- To lead continuous process improvement for back office finance systems and procedures.
- Ad hoc requests and projects and general support to the Head of Finance.

Required Skills, Experience and Attributes:

- The post holder will possess the following essential attributes:
- Professionally qualified accountant, ACA, ACCA or CIMA, preferably with c. 5+ years post qualification commercial experience.
- Highly IT literate including advanced excel user.
- Team player able to build good working relationships across the organisation.
- Strong understanding of effective control environments.
- Organised with good planning skills.
- Good communication skills
- The following are the desirable attributes for this role:
- Experience of a similar role in a higher education context.

Contract: Permanent Contract

Salary: €40,000.00 - €55,000.00 per annum

All appointments are subject to passing Garda Vetting and providing proof of eligibility to work in Ireland on full time basis (upon being invited to interview).

Please refer to our privacy policy which can be found on our DBS website.

To apply please send your CV and cover letter to recruitment@dbs.ie

This job description is a guide to the work the post holder will initially required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post-holder and their manager.