



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: Financial Systems Development & Installation Project Manager

Location: Dublin Business School, Aungier Street

Reports to: Head of Finance

Job Description

Liaise and work in partnership with other functions of the College in the undertaking of the projects, such as admissions, HR, IT, academic management, etc.

Main Responsibilities:

Prepare and execute development and implementation plans with clear milestones and deliverable's dates (UAT, training, data migration ... etc.) for the following projects:

U4SM:

Full implementation of the new student information system [SIS] in conjunction with other user departments in DBS and Unit4;

- ❖ Clarify finance red lines and minimum deliverable
 - Basic ledger requirements (general ledger, customer ledger, bank ledger ... etc.), not replication reports
 - True revenue recognition on a transnational level
 - Debtor reporting, including standard payment to invoice allocation and ageing
 - Strong segregation of duties established via appropriate access rights
 - Minimum reporting needs, including active\new student volume reporting

- Control in item\process exceptions established via system rules, system approvals or exception reporting (discounts, fee amendments, course duration changes, credit notes ... etc.)
- ❖ Identify critical finance process and document the desired process workflow\path
 - Course creation (fee, course dates, coding and identifiers)
 - Student\customer setup
 - Invoicing cycle
 - Payment cycle, including payment allocation and debtor reporting
 - Revenue recognition process

Navision:

The upgrade of Navision will be led by Kaplan UK. For DBS the project will comprise of:

- Implementation of the upgraded version of Navision
- Implementation of the purchase order facility within Navision
- Providing budget managers at DBS with online access to reports and departmental data

Payroll/Workday:

Implementation of a payroll system that can be fully integrated with the Workday HR employee system. Process improvement in the use of workday to form a prerequisite of the payroll system integration. In addition, business resilience with Kaplan UK is to be considered using the resources of the wider finance group (DBS and London)

CELCAT Payclaim/Payroll:

Integration of CELCAT Payclaim module with the payroll system.

Other:

Other systems development assignments may be included as required during the contract period.

Required Skills, Experience and Attributes:

The post holder will possess the following **essential** attributes:

- Professionally qualified accountant, ACA, ACCA or CIMA with c. 5+ years post qualification commercial experience.
- Excellent Project management skills.
- Team player able to build good working relationships across the organisation.
- In depth knowledge of finance systems.
- Strong understanding of effective control environments.
- Highly IT literate including advanced excel user.
- Organised with good planning skills.
- Good communication skills

Desirable

- Experience of a similar role in a higher education context.
- Diploma in Project Management

Contract: Fixed Term Contract, 1year

Salary: €76,000.00 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.