

Job Description and Candidate Information

Financial Accountant 3 Years Fixed Term

Digital Hub Development Agency



THE DIGITAL HUB

Overview

Based in the historic Liberties area of Dublin city centre, The Digital Hub is an enterprise cluster for growing digital media, technology and internet businesses in Ireland, providing a space for indigenous enterprises such as Bizimply, Neuromod, Good Travel Software and Akara Robotics to scale and grow alongside major global companies like Black Shamrock and Lonely Planet.

Since the project's inception, over 400 companies have progressed through the enterprise cluster at The Digital Hub, generating thousands of skilled jobs. Some well-established alumni include Amazon, Athena Media, Boomerang Pharmaceutical Communications, Distilled Media Group (Daft.ie), eMaint, Etsy, Havok, Houghton Mifflin Harcourt (Riverdeep), Kavaleer, Lincor, MTT, patientMpower, Slack, Software AG, Silicon Republic, Square1, Stripe, TIBCO, VSware and Wachsman.

The Digital Hub is a supportive partner of the local community and runs several learning initiatives for people of all ages in the Liberties and wider Dublin city area.

In April 2021, the Government decided to dissolve the Digital Hub Development Agency and to transfer its properties to the Land Development Agency. The Agency will now embark upon an orderly winddown process which will see the transfer of lands to the Land Development Agency. In order to facilitate this transition, it has been agreed that The Digital Hub campus will remain open and available to clients pending the redevelopment of the site by the LDA.

The DHDA is seeking to appoint an experienced financial accountant on a three-year fixed term contract.

The role is suited to a qualified accountant (ACCA, ACA, CIMA or other) with a minimum of 3 years' post qualification experience in practice or industry. Working with people at every level of the organisation, this role is suited to someone who is personable, diligent, organised and has excellent attention to detail.

This job description provides an outline of the key responsibilities of the role.

Key Job Purpose

To maintain the books and records of the Agency, to prepare the management reports and annual accounts and to manage the statutory obligations from an accounting perspective. To work closely with the CFO and the accounts assistant and to oversee the day-to-day tasks assigned to them. To update, maintain and enhance the financial policies and procedures of the Agency. To oversee a high standard of financial control.

The finance unit is a small team which includes the CFO, Financial Accountant, Accounts Assistant and Compliance and Administration Manager. The role reports and is accountable to the CFO of the Digital Hub Development Agency.

The successful candidate will gain valuable and transferrable skills in procurement, public sector compliance, financial reporting and budgeting, as well as continuing professional development in all areas.

Key Responsibilities

Financial Control

- Production of quarterly management accounts and financial performance reports for presentation to Management team, Audit & Risk Committee, DHDA Board and Department of Environment, Climate and Communications.
- General accounting and management of the quarterly close activities; posting relevant periodic journals, reconciliation and verification of balance sheet items and other financial data.
- Preparing comprehensive variance analysis and determining the cause of variances.
- Preparation of annual statutory financial statements.

- Management of day-to-day financial, administrative, and reporting issues.
- Identify opportunities for process improvements.
- Maintaining the Fixed Asset Register.
- Assisting in internal control improvements ensuring they are implemented in a timely manner.
- Taking of Audit and Risk Committee meeting minutes.
- Overseeing the work of the accounts assistant

Audit, Compliance & Governance

- Various finance related compliance activities throughout the year
- Support the work of C&AG external audit through liaising with C&AG audit manager & staff, preparation of detailed audit schedules, check lists and questionnaires with timely response to audit queries.
- Liaising with (outsourced) internal auditors and preparation of schedules and analysis to support internal audit assignments.
- Special Project work associated with the dissolution of the DHDA and transfer of property assets to the Land Development Agency.

Taxation

- Preparation and submission of the following taxation returns (VAT, PSWT, PAYE, CT, RCT) to comply with statutory requirements.
- Supporting the Executive establishing annual financial targets & KPI's, assist with preparation and co-ordination of the annual budget, production of quarterly forecasts and variance analysis.

Payroll

- Preparation and payment of monthly staff payroll prepared by outsourced payroll agent.
- Administration of DHDA pension schemes (Single Scheme & Non-Single Scheme)

Other

- Submission of monthly funding claims to the Department of Environment, Climate and Communications.
- Reply to queries from the Department of Environment, Climate and Communications. Completion of Departmental and other surveys as required.
- Other ad hoc duties as required by CFO & CEO.

The Agency uses Access Dimensions – Accounting system. Knowledge of similar systems is desirable. Training will be provided. We use Excel in our daily tasks and at least an intermediate skillset is required i.e. use of v-lookup, pivot tables, knowledge of mapping when using a ready made management accounts model.

Salary, Terms and Conditions

The role is offered as a three-year fixed term contract with a probationary period of 6 months. The salary for this position is €63,908-€69,709 depending on experience. The Financial Accountant will be eligible to join the Single Public Service Pension (SPSP) scheme. At present staff are working 3 days in the office and 2 days remotely which will be reviewed on an ongoing basis. The candidate must have the ability to work from home and in the DHDA office which is based in Dublin 8.

Key Relationships

The role reports to the CFO and works closely with the Accounts Assistant. The following is a brief summary of both the key internal relationships and the key resources to be managed.

<i>DHDA Managers:</i>	<ul style="list-style-type: none">▪ Work with other DHDA departments particularly to ensure that they provide commentary for the management accounts, that they budget and forecast accurately
<i>Finance team:</i>	<ul style="list-style-type: none">▪ Working effectively with colleagues and working closely with the CFO to produce the management accounts, annual accounts, forecasts and budgets
<i>Compliance:</i>	<ul style="list-style-type: none">▪ Support the CFO in providing accurate public sector reports, response to departmental queries and PQs as well as internal audit and external audit requirements

The working model is based on a small expert internal team supported by contracted external advisers. The Financial Accountant has an important role internally within the Agency and has interactions with every department.

Person Specification

The successful candidate will be a confident competent accountant, able to demonstrate examples from their recent experience highlighting both their capability and desire to secure this role. The Agency is ideally seeking someone who has:

Key Experience, Skills and Knowledge

- A qualified accountant with at least 3 years' post qualification experience in similar role or organisation
- Excellent Microsoft Office Skills (Microsoft Excel, Powerpoint, Outlook and Word).
- Experience of managing the full nominal ledger
- Experience of preparing quarterly management accounts and balance sheet reconciliation end to end in final form.
- Experience of preparing financial statements, forecasting and budgeting
- Knowledge or experience of financial controls and procurement in the State / semi-State sector.
- Experience of supervising/overseeing work of others
- Acting as point of contact or liaison with key stakeholders

Personal Qualities / Attitude

- Enjoys the rigour of accurate reporting, reconciliations and following procedures
- Ability to work of own initiative but also works well in a small team
- Team player who collaborates and works well with peer managers
- Positive can-do attitude self-starter uses initiative.
- Good communication skills who can deal with managers directly with a high standard of clarity in their written communications
- Naturally organised and proactive in managing deadlines
- Excellent attention to detail and numerical competency

More About The Digital Hub Development Agency

The DHDA is the Irish state agency that manages The Digital Hub. The mission of the DHDA is to foster a successful and vibrant enterprise cluster for growing technology companies, advance the urban regeneration of the area, improve digital inclusion in Dublin 8, advance digital literacy amongst young and old, people with disabilities and those who are unemployed, upskilling or job seeking. There is more information on the staff, facilities, client companies on the campus and community learning initiatives on **The Digital Hub website** <https://www.thedigitalhub.com/>.

Parking and secure bicycle storage is available on site. The Digital Hub is well serviced by public transport:

- 10 minute walk to Heuston Train Station & LUAS tram stop and Smithfield.
- 25 minute walk to College Green/Grafton Street area and 30 minutes to O'Connell Street
- Thomas Street is well serviced by a number of Dublin Bus routes.
- Dublin Bike stop, GoCar (Car sharing) base and Taxi Rank within 5 minutes.

This job description describes the principal purpose and main elements of the job. It is a guide to the nature and key responsibilities of the job but is not intended as a wholly comprehensive or permanent description.

The Digital Hub is committed to a policy of equal opportunity and encourage applications under all ten grounds as set out in our Equality, Diversity and Inclusion Policy (located in the publications section of our website).