

FINANCE INFORMATION



THE FINANCE OFFICE



- Manages all of the financial aspects of the University (including the DCU Commercial group of companies) in an ethical, transparent and accountable manner,
- Provides the framework for financial control and related financial policies within which the University activities are expected to be undertaken,
- Through well defined budgetary control and procurement processes and the related financial reporting, seeks to ensure the efficient and effective use of the financial resources available to the University,
- Engages with external agencies such as the Higher Education Authority, research funding agencies and financial institutions regarding the funding of the University and other financial matters,
- Provides advice and support on all of the financial matters affecting the University and supports business development proposals,
- Puts in place the financial strategy in support of the overall University strategy.

The Finance Office has overall responsibility for the financial environment within the University. It is currently structured around five main areas:

- Finance Directorate
- Financial Planning
- Financial Control
- Finance Operations
- Procurement

FOR FURTHER INFORMATION

<https://www4.dcu.ie/finance/structure.shtml>

ACCOUNTS RECEIVABLES



Accounts Receivable are responsible for;

- Set-Up New Customer Accounts when requested,
- Processing of Customer Invoices in accordance with DCU Policies,
- Ensure compliance with revenue legislation in relation to VAT,
- Follow up on outstanding debt to the university,
- Deal with internal & external queries and requests for copy invoices.

FOR FURTHER INFORMATION

www.dcu.ie/finance/ar/services.shtml

accounts.receivable@dcu.ie

ACCOUNTS PAYABLES



Accounts Payables are responsible for;

- Scanning validation, matching, posting and payment of Supplier invoices on Agresso,
- Set up of new suppliers and updating Tax Clearance Certificates (TCC's) and bank details,
- Vouching and Payment of Staff Expense Claims on Core Expenses,
- Processing and payment of non invoice type payment requests.

FOR FURTHER INFORMATION

www.dcu.ie/finance/accountspayables/index.shtml

accounts.payables@dcu.ie

PAYROLL



The Finance Office is responsible for;

- Processing pay for all employees (DCU, Educational Trust and all Campus Companies) that hold employment contracts issued by HR in line with all statutory regulations,
- Processing payment to all retirees based on the instruction from HR Pension Section and in line with all statutory regulations,
- Processing payment of Scholarships to Post Graduates based on the instructions from the Graduate Studies Office,
- Processing payment to Research External Examiners based on the instructions from Registry and in line with all statutory regulations,
- Processing payment to Taught External Examiners based on the instructions from Academic affairs and in line with all statutory regulations,
- Ensuring all of the above payments are uploaded to the instructed cost centre in Agresso in a timely manner,
- Processing all third party payments statutory and voluntary deducted from all pay runs,
- To meet all statutory requirements and any on going changes to these requirements in a timely manor.

FOR FURTHER INFORMATION

<https://www4.dcu.ie/finance/payrollfaq.shtml>

payroll@dcu.ie

STUDENT FEES



Fees Office are responsible for;

- Online Registration and setting up of student fees,
- Monitoring and updating of the Online student fees booklet and student fees website,
- Billing and collection of student fees,
- Invoicing on behalf of students all Local Authorities, HEA, HSE and SUSI,
- Processing student refunds, scholarships and financial assistance grants,
- Dealing with all fee related student queries,
- Processing of staff and student remissions.

FOR FURTHER INFORMATION

 www.dcu.ie/finance/fees/index.shtml

 fees@dcu.ie

FIXED ASSETS



Fixed Assets are responsible for;

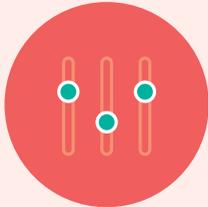
- Review of expenditure to ensure relevant costs are capitalised,
- Process applications for disposal/transfer/loaning of assets,
- Engaging with departments/schools in the periodic asset confirmation cycle.

FOR FURTHER INFORMATION

 <http://www4.dcu.ie/finance/agressocontact.shtml>

 fixedassets@dcu.ie

FINANCIAL CONTROL



Financial Control are responsible for;

- To account for the receipts and payments of the University and all its departments and subsidiaries,
- To manage resources, especially cash, efficiently and effectively,
- To oversee financial aspects of new buildings,
- To prepare monthly management accounts to support decision making.

FOR FURTHER INFORMATION

 www.dcu.ie/finance/financialControl/index.shtml

FINANCIAL PLANNING



Financial Planning are responsible for;

- To co-ordinate budgets and advice on trends in University income and expenditure,
- Provide financial planning, efficiency and effectiveness to ensure the use of University resources in a sustainable manner,
- Develop financial modelling to analyse, assess, advise, review and monitor new opportunities both domestic and international,
- Develop revenue and costing structures within the University to enable the financial cost or contribution of existing activities to be determined more readily.

FOR FURTHER INFORMATION

 <https://www4.dcu.ie/finance/management.shtml>

FINANCE SYSTEMS



- Help desk support for the Agresso financial system,
- Provide training, workshops and manuals for Agresso,
- Setting up new users on the Agresso financial system,
- Linking purchasing hierarchy details to project master file on Agresso,
- Help desk support for the core expenses system,
- Setting up employees expense approver's on Core.

FOR FURTHER INFORMATION

 www.dcu.ie/finance/ar/services.shtml

 financesystems@dcu.ie

RESEARCH



Research are responsible for;

- Support financial activity of research grants from proposal to completion,
- Preparation and reconciliation of financial claims to sponsors,
- Recording of research income,
- Processing of research expenditure and journals, to include approval of staff requests,
- Co-ordination of financial audits,
- Provision of monthly financial Reports to Principal Investigators to assist decision making,
- Overhead allocations.

FOR FURTHER INFORMATION

<https://www4.dcu.ie/finance/researchaccounts.shtml>

PROCUREMENT



Procurement are responsible for;

- Collaborating with internal teams to deliver operational needs using best value external supplier solutions,
- Ensuring that DCU complies with Procurement Law and EU/Irish Government Regulations,
- Working with the DCU Group to support long term goals and objectives in alignment with the DCU strategy,
- Planning mid-term and long term spend in alignment with internal and external stakeholders.

FOR FURTHER INFORMATION

<https://www4.dcu.ie/finance/intranet/procurement/index.shtml>

THE FINANCE OFFICE

WWW.DCU.IE/FINANCE/INDEX.SHTML

LOCATION: ALBERT COLLEGE, DCU CAMPUS, DUBLIN 9



1ST FLOOR

Student Fees
Accounts Payables
Payroll

2ND FLOOR

Finance Directorate
Financial Control
Finance Systems
Procurement
Research Accounting
Financial Planning

DIRECTIONS: USE ENTRANCE AT 1838 RESTAURANT

