



Job Advertisement: Finance Executive

Salary Range:	From €30,000 to €45,000
Location:	Grangegorman, Dublin 7
Reporting:	To the Operations & Finance Lead
Contract:	Specified purpose contract (career break cover) for 12 months Full-time role with 3-month probation
Other benefits:	Flexible Working; employers PRSA contribution; EAP.

Downloadable links: Application Form and Job Advertisement.

How to apply: If you feel you are ready for this type of challenge and would like to apply, please submit your CV and completed job application form and email it back to - recruitment@tudublinsu.ie **by 9 am Wednesday 13th May 2026. No late applications will be accepted.**

Interview details: Interviews will be taken in person at a Dublin City location on **Friday 22th May 2026**. Further details will be given to those candidates who are shortlisted for interview. If in-person interviews are not possible at the time the candidate will be offered other virtual options where possible.

Canvassing is strictly prohibited. Due to limited resources, feedback will only be given to candidates who have been shortlisted for interview.

TU Dublin SU CLG is an Equal Opportunities Employer.

Context and Background

The Technological University of Dublin Students' Union (TU Dublin SU) is a Constitutional Body that represents the interests of the students of TU Dublin. It is student owned, student led, student accountable and officially recognised by the Governing Body of TU Dublin as the autonomous voice of the students of the university. Its mission is to support student life by providing a range of student services including events and campaigns, providing advice & advocacy and representation in the defence of students' rights in academic, social, and personal matters and is independent of TU Dublin.

The TU Dublin Students' Union has two structures, one of which is a democratic political structure, the Student Council; this establishes policy for the Union and to which all Elected Officers are accountable.



The Constitution of TU Dublin SU has also established TU Dublin SU CLG, a company owned by students which manages the financial, commercial and human resource assets of the Students' Union. It is constitutionally authorised to enter contractual arrangements for and on behalf of the Students' Union. The Board of Directors of this company is made up of a majority of students, with a minority of external Directors, bringing specific expertise to the Board's deliberations.

This role is core to the work of the Students' Union and has been developed as part of our sustainable staffing structure to ensure focussed and high-quality service provision for all our student members into the future.

Principal Purpose of the Position (the general nature, level, purpose, and objectives of the job):

The role will deliver the financial procedures and processes of the union in line with best practice and ensure that the Board and elected officers team are kept accurately informed about the financial position of the organisation, the financial compliance of the union, and the relevant risks to the financial position of the union.

Principal Functions:

- Contributes to the financial management of the Students' Union ensuring that key stakeholders including the General Manager, Operations & Finance Lead and the elected officers team are aware of and comply with their financial responsibilities and the finance procedures and controls in place.
- Undertakes all required finance transactions within the finance policies and procedures agreed within the union.
- Ensures organisational transactional compliance with Revenue, payroll, University, Not for Profit and other finance related regulations.
- Production of annual accounts and monthly management information to provide the Operations and Finance Lead, the General Manager, the Board and the team of full-time Officers with timely and accurate financial information to enable the achievement of agreed budgets and that well informed decisions are taken where there are specific financial implications.
- Supports the satisfactory completion of the annual audit.



Key Responsibilities:

The key accountabilities and associated duties include –

Finance Management

Ensuring that financial transactions within the union are properly recorded and that timely and accurate financial information is available to the Operations and Finance Lead, the General Manager, the team of Full-Time Officers and the wider Board as required.

- Undertaking all finance transactions in line with the procedures and policies in place. These processes to include (this list is not exhaustive):
 - Posting all transactions to the ledger and prepare monthly management accounts and presentation of these to the Board of Directors.
 - Ensuring that the balance sheet is reconciled as part of the month-end close process
 - Reconciling all bank accounts
 - Reconciling credit card accounts
 - Maintaining the fixed assets register
 - Accounting for stock
 - Preparing income and expenditure statements
 - Processing payment of creditors
- Preparing invoices, purchase ordering, Revenue tax returns, generating receipts and other financial administration tasks.
- Implementing appropriate finance automation tools as required.
- Supporting the Operations and Finance Lead in investigation and resolution of irregularities and non-compliance issues and highlight or escalate areas of concern to the General Manager.
- In conjunction with the Operations and Finance Lead, ensure that all insurances for the organisation are renewed in a timely manner.
- Taking a proactive part in the annual audit process in conjunction with the Operations and Finance Lead, the General Manager and the appointed Company Auditor including scheduling the audit, ensuring that the relevant information is available for the auditor, and attending any meetings as required.



Payroll and Revenue Returns

Running a compliant payroll process and ensuring that the relevant Revenue returns are completed accurately and on time.

- Managing the fortnightly payroll process and reconciling salaries and wages across the organisation, including adjustments for PRSA's, Union Dues, Tax saver Schemes etc
- Preparing VAT returns and ensuring compliance with all statutory financial obligations and manage Revenue RTD.
- Ensure tax returns (Vat, Paye, Corporation tax) are filed on time.
- Ensure on time payment of taxes to Collector General.
- Ensuring that the Tax Clearance Certificate is kept up to date.

Financial Planning

Working with the Operations and Finance Lead to prepare relevant financial plans, budgets, costings and other financial data and tools.

- Preparing annual budgets in conjunction with the Operations and Finance Lead and the General Manager for the union in each work area.
- Assisting in the monitoring of the cash flow of the organisation and reporting to the Operations and Finance Lead as necessary.
- Working according to set timelines to prepare budgets, projections, reports etc for the Operations and Finance Lead, the General Manager, the Finance Audit and Risk Subcommittee and the Board.

Financial Governance and Controls

Maintaining and acting upon the financial governance activities and finance controls that are in place. Assisting in the review and implementation of new finance control where required.

- Ensuring that the union maintains proper books and financial records as required by Company Law.
- Ensuring compliance with the Funding Agreement. The company is primarily funded by way of capitation from the University.
- Maintaining good working relationships with financial and other relevant personnel at the University and escalating any relevant matters with the Operations and Finance Lead as appropriate.



- Assisting in the maintenance, review and updating of an Organisational Risk Register.
- Providing administrative support to the Finance Audit and Risk subcommittee of the board of TU Dublin SU CLG or other relevant committees as required.
- Keeping up to date with, and understanding relevant laws and regulations, particularly in relation to accounting and governance practices.
- Ensuring that all financial and accounting policies are applied consistently across all areas of the union.
- Developing and maintaining a Manual on financial policies and procedures for staff members and elected officers.

Stakeholder and Political Relationships

Using influencing and negotiating skills to ensure that positive outcomes are developed to meet the needs and aspirations of key stakeholders including Development staff, elected Officers, and the Board

- Supporting and advising TU Dublin SU Officers on finance matters and the oversight of their budgets during their term of office.
- Establishing and maintaining key relationships with the University to develop and productive working relationships.
- Developing and maintained key relationships with the Board, the General Manager, and the Finance Audit and Risk Subcommittee.

Job Specification – The ideal candidate will have the following:

Essential Criteria

- 3+ years relevant accounts management experience.
- Strong IT skills: accounting packages (Sage50), working knowledge of Microsoft applications; excel is essential. Other systems experience is also advantage.
- Extensive experience of maintaining day to day books, familiarity with computerised accounting systems, preparation of accounts, working with others, with internal and external audit requirements, charity regulation, data protection regulations etc.
- Ability to interpret, analyse and summarise information. The capacity to produce and present clear and accurate reports in a timely fashion.
- Track record of improving accounting policies and processes in an organisation.
- Project management skills and experience of managing projects to completion.



- Candidates currently pursuing a professional qualification (ACA, ACCA, CIMA) are encouraged to apply.

Desirable Criteria

- Financial management experience within a not-for-profit Organisation of a similar size.
- Diploma in Financial Management HETAC certificate or equivalent relevant accounting qualification (CIMA or ACCA, ICAI) would be desirable but not essential.
- Willingness to carry out tasks as required and develop additional skills.
- Experience of working in a membership-based organisation /trade union/Students' Union environment

Competencies: The ideal candidate will demonstrate behaviours which align with the values and mission of TU Dublin SU.

1. Student Focus - Demonstrates a passion for student rights and interests or the rights and interests of other groups or cohorts of a given population.
2. Relationship Building - Builds effective working relationships quickly and successfully; communicates and collaborates with others and earns their respect. Helps to create a sense of team spirit.
3. Attention to Detail – Demonstrates the ability to organise and process detailed information quickly and efficiently whilst ensuring that procedures are maintained, and the work meets high quality or other standards.
4. Decision Making and Problem Solving - Analyses information and situations accurately and develops appropriate solutions. Defines the problem correctly, can decide on what data and information to collect to identify the problem cause. Looks beyond obvious solutions and can draft appropriate solutions to make an informed decision.
5. Collaboration - Builds collaborative working relationships quickly and successfully; co-operates with others productively and earns their respect. Works collaboratively with other colleagues, members of the sabbatical team, and management across our locations to achieve the desired outcomes.
6. Perseverance – Demonstrates a passion for student issues and the needs of students and a determination to achieve positive results for oneself, elected Officers, the wider student population and the SU.