

Financial Management – Career Level 1

Role Purpose

Provides a high level of customer service and support to colleagues and others on a single service or process, or across various processes. The tasks are generally routine and supervisory support is always available.

Educational Qualifications & Experience


Typically, 1-2 years' professional or customer services experience working in either a large organisation or a third level institution and/or a relevant third level professional qualification.

Indicative Role Dimensions

Problem solving - Solves problems and responds to routine queries by following working practices and procedures or by seeking guidance where needed. Supervisory support is always available.

Decision Making - Makes routine decisions e.g. order in which to complete tasks, deciding when support/assistance is required, or when to escalate a matter to a more senior colleague.

Interfaces & Interdependencies - Acts as first point of contact for colleagues and others. Works as part of a team engaged in similar work.



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The **Financial Management Job Family** includes roles that support teaching, research and other activities of the University through prudent financial management by developing and implementing effective systems, controls and services to improve the financial wellbeing of the University.

Job Reference: FM-1-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

Managing Change (Proficiency Level 1)
Building Relationships (Proficiency Level 1)
Planning & Organisation (Proficiency Level 1)
Communicating Effectively (Proficiency Level 1)
Taking Initiative (Proficiency Level 1)
Service Focus & Innovation (Proficiency Level 1)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Business Environment (Proficiency Level 1)
Financial Reporting (Proficiency Level 1)
Audit (Proficiency Level 1)

Financial Management – Career Level 2

Role Purpose

Provides a high level of customer service to colleagues and others on a single service or process or across various processes. Operates with a high degree of initiative and autonomy within a confined process/service area and likely to act as an informal resource on day to day issues for less experienced colleagues.

Educational Qualifications & Experience

Typically, 2-3 years' professional experience working in either a large organisation or a third level institution and/or a relevant third level professional qualification.

Indicative Role Dimensions

Problem Solving - Helps to identify solutions using policy and procedure and supports the ongoing development of processes / systems. May provide guidance for less experienced colleagues. Supervisory support typically available.

Decision Making - Applies initiative on a day to day basis, making routine decisions within the confines of the core process or service remit they are working in.

Interfaces & Interdependencies - Acts as first point of contact for colleagues and others. Works as part of a team engaged in similar work. May have ownership for particular customer groups.

Core Competencies

Indicative Core Competencies & Proficiency Levels


Managing Change (Proficiency Level 1)
Building Relationships (Proficiency Level 2)
Organisational Awareness (Proficiency Level 2)
Planning & Organisation (Proficiency Level 2)
Communicating Effectively (Proficiency Level 2)
Taking Initiative (Proficiency Level 2)
Service Focus & Innovation (Proficiency Level 2)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Business Environment (Proficiency Level 1)
Financial Reporting (Proficiency Level 1)
Audit (Proficiency Level 1)



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Job Reference: FM-2-A

Financial Management – Career Level 3

Role Purpose

Supports others in the delivery of a full service, process or system, managing relationships with a defined group of customers.

Educational Qualifications & Experience

Typically, 3-4 years' professional experience working in either a large organisation or a third level institution and/or a relevant third level professional qualification.

Indicative Role Dimensions

Problem Solving - Operates with a high level of initiative and autonomy within a confined process, appreciating the impact elsewhere. Takes action to resolve work problems independently, referring complex problems to senior colleagues where appropriate.

Decision Making - Makes timely and considered independent and collaborative decisions within the confines of the core process or service remit they are working in. Provides specific advice and guidance to others.

Interfaces & Interdependencies - Acts as first point of contact for colleagues and others. May have ownership for particular customer groups. Builds collaborative relationships with peers within the function and potentially in other units across the University.



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Job Reference: FM-3-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

Managing Change (Proficiency Level 1)
Building Relationships (Proficiency Level 2)
Organisational Awareness (Proficiency Level 2)
Planning & Organisation (Proficiency Level 3)
Communicating Effectively (Proficiency Level 3)
Taking Initiative (Proficiency Level 3)
Service Focus & Innovation (Proficiency Level 3)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Business Environment (Proficiency Level 2)
Financial Reporting (Proficiency Level 2)
Audit (Proficiency Level 1)

Financial Management – Career Level 4

Role Purpose

Leads in the delivery of a full service, processes or system, to a defined audience.

Educational Qualifications & Experience

Typically, 4-5 years' professional experience working in a financial management related role in either a large organisation or a third level institution and a third level professional qualification.

Indicative Role Dimensions

Problem Solving - Supervisory role with proven ability to use independent judgement and reasoning in developing solutions to a variety of problems of moderate scope and complexity.

Decision Making - Co-ordinates, analyses and critically evaluates information in order to reach a decision with minimal level of supervisory guidance, within the overall parameters of the role.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with senior colleagues and peers within the function and across the University.

Core Competencies

Indicative Core Competencies & Proficiency Levels


Managing People (Proficiency Level 1)
Managing Change (Proficiency Level 1)
Project Management (Proficiency Level 2)
Building Relationships (Proficiency Level 2)
Organisational Awareness (Proficiency Level 3)
Planning & Organisation (Proficiency Level 3)
Communicating Effectively (Proficiency Level 4)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Business Environment (Proficiency Level 2)
Financial Reporting (Proficiency Level 2)
Audit (Proficiency Level 1)



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The **Financial Management Job Family** includes roles that support teaching, research and other activities of the University through prudent financial management by developing and implementing effective systems, controls and services to improve the financial wellbeing of the University.

Job Reference: FM-4-A

Financial Management – Career Level 5

Role Purpose

- Individual contributor who provides subject matter expertise in a specialist field of the function.
- OR
- Leads a small team or programme in delivering a specific service or support, and accountable for the performance and results of the team.

Educational Qualifications & Experience

Typically, 5-6 years' professional experience working in a financial management role in either a large organisation or a third level institution and a third level professional qualification.

Indicative Role Dimensions

Problem Solving - Solves moderate to complex problems in their area of expertise, guided by policies and procedures. Proven ability to use independent judgement and reasoning in developing potential solutions.

Decision Making - Co-ordinates, analyses and critically evaluates information to reach a decision with little or no supervisory guidance required.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with senior colleagues and peers within the function and across the University. Will engage with senior Faculty and staff as required.



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Job Reference: FM-5-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

Managing Stakeholders (Proficiency Level 1)
Managing People (Proficiency Level 2)
Managing Change (Proficiency Level 2)
Project Management (Proficiency Level 3)
Building Relationships (Proficiency Level 3)
Organisational Awareness (Proficiency Level 4)
Planning & Organisation (Proficiency Level 4)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Business Environment (Proficiency Level 3)
Financial Reporting (Proficiency Level 3)
Audit (Proficiency Level 2)
Taxation (Proficiency Level 1)

Financial Management – Career Level 6

Role Purpose

- Leads and manages a team or programme delivering specific services or supports. Accountable for the performance and results of the team.

OR

- Individual contributor responsible for a complete specialist area or service delivery to a defined audience.

Educational Qualifications & Experience

Typically, 7-10 years' professional experience working in a financial management role in either a large organisation or third level institution and a third level professional qualification.

Indicative Role Dimensions

Problem Solving - Solves complex problems guided by policies and procedures with minimal oversight from manager. Proven ability to use independent judgement and reasoning in developing solutions.

Decision Making - Makes decisions in the context of own area of responsibility, ensuring that decisions are consistent with legislation, precedent and established policies and procedures.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with peers within the function and across the University. Will engage directly with senior Faculty and staff as a normal part of the role.

Core Competencies

Indicative Core Competencies & Proficiency Levels

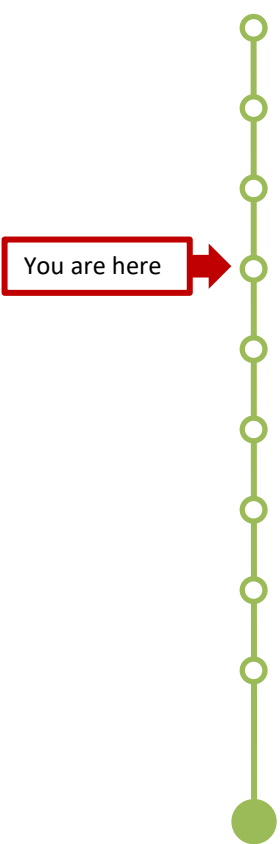
Working Strategically (Proficiency Level 2)
Leading People (Proficiency Level 2)
Managing Stakeholders (Proficiency Level 2)
Managing People (Proficiency Level 3)
Managing Change (Proficiency Level 3)
Project Management (Proficiency Level 4)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Business Environment (Proficiency Level 4)
Financial Reporting (Proficiency Level 4)
Audit (Proficiency Level 3)
Taxation (Proficiency Level 1)



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The **Financial Management Job Family** includes roles that support teaching, research and other activities of the University through prudent financial management by developing and implementing effective systems, controls and services to improve the financial wellbeing of the University.

Job Reference: FM-6-A

Financial Management – Career Level 7

You are here

Role Purpose

Provides input to the development of strategy for the area. Provides leadership and direction for a smaller set of services or activities to ensure they are effectively delivered in line with the strategy. This role may also be occupied by an individual with very 'specialist' skills who is both a manager and specialist.

Educational Qualifications & Experience

Typically, 10-15 years' professional experience, including 3 years' operating at a senior level in a large organisation or third level institution and a third level professional qualification.

Indicative Role Dimensions

Problem Solving - Solves complex problems, within their own focus area, finalising issues with cross-university impact through consultation with a more senior colleague. Provides expert knowledge and input to broader University initiatives.

Decision Making - Makes decisions in the context of own area of responsibility, ensuring alignment with overall strategy. Identifies the key issues involved to facilitate the decision-making process.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with peers within the function and across the University. Represents the function on UCD Steering Committees and Working Groups. May represent UCD on external committees and groups or specific events, as appropriate to function..

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Job Reference: FM-7-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

Working Strategically (Proficiency Level 3)
Leading People (Proficiency Level 3)
Managing Stakeholders (Proficiency Level 3)
Managing People (Proficiency Level 4)
Managing Change (Proficiency Level 3)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Business Environment (Proficiency Level 4)
Financial Reporting (Proficiency Level 4)
Audit (Proficiency Level 3)
Taxation (Proficiency Level 2)

Financial Management – Career Level 8

You are here



Role Purpose

Provides leadership and direction for a group of activities or services within a function, typically working with and through senior managers. Contributes to the development of strategy for the function and responsible for the effective implementation of major elements of that strategy.

Educational Qualifications & Experience

Typically, 15 years' professional experience, including 5 years' operating at a senior level in either a large organisation or third level institution and a third level professional qualification.

Indicative Role Dimensions

Problem Solving - Solves complex problems, by engaging with cross-functional peers to develop potential solutions. Has a role in recommending and implementing functional policy changes that are precedent setting.

Decision Making - Makes high level strategic decisions in the context of own area of responsibility, ensuring alignment with overall strategy; Contributes to broader decision-making on strategic issues as part of a wider management unit.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with peers within the function and across the University. Represents the function on UCD Steering Committees and Working Groups. May represent UCD on external committees and groups or specific events, as appropriate to function.

The **Financial Management Job Family** includes roles that support teaching, research and other activities of the University through prudent financial management by developing and implementing effective systems, controls and services to improve the financial wellbeing of the University.

Job Reference: FM-8-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

Working Strategically (Proficiency Level 4)
Leading People (Proficiency Level 3)
Managing Stakeholders (Proficiency Level 3)
Managing People (Proficiency Level 4)
Managing Change Proficiency (Proficiency Level 3)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Business Environment (Proficiency Level 4)
Financial Reporting (Proficiency Level 4)
Audit (Proficiency Level 4)
Taxation (Proficiency Level 2)

You are here



Financial Management – Career Level 9

Role Purpose

Develops University and functional strategy ensuring alignment with overall institutional strategy and objectives (with agreement from the University Management Team (UMT)). Accountable for long-term planning and the introduction of major initiatives within their area, and more broadly as a member of the UMT.

Educational Qualifications & Experience

Typically, 15 years' professional experience, including 5 years' operating at the most senior levels in either a large organisation or third level institution and a third level professional qualification.

Indicative Role Dimensions

Problem Solving - Solves problems of significant complexity and identifies opportunity for improvement with university wide impact and considerations. Contributes outside own function. Operates in the realm of new issues, arising from which precedents or new policies may be established. Responsible for scanning the horizon for emerging trends or external factors which may cause challenges.

Decision Making - Makes high level strategic decisions in the context of broader university issues the solutions and recommendations are finalised through working with broader management team.

Interfaces & Interdependencies - Builds and sustains high level collaborative working relationships with peers internally. Contributes to high level initiatives by participation in Steering Committees and Working Groups within UCD. Represents UCD on external groups and contributes at a sectoral level through governmental and national bodies.

The **Financial Management Job Family** includes roles that support teaching, research and other activities of the University through prudent financial management by developing and implementing effective systems, controls and services to improve the financial wellbeing of the University.

Job Reference: FM-9-A

Core Competencies

Indicative Core Competencies & Proficiency Levels

Working Strategically (Proficiency Level 4)
Leading People (Proficiency Level 4)
Managing Stakeholders (Proficiency Level 4)
Managing People (Proficiency Level 4)
Managing Change (Proficiency Level 4)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

Business Environment (Proficiency Level 4)
Financial Reporting (Proficiency Level 4)
Audit (Proficiency Level 4)
Taxation (Proficiency Level 2)

Functional Competencies in detail

Functional Competencies	Business Environment	<p>MANAGING & CONTROLLING FINANCE:</p> <ul style="list-style-type: none"> Applies financial management skills to control all of the university's cash inflows and outflows. <p>STRATEGIC MANAGEMENT AWARENESS:</p> <ul style="list-style-type: none"> Understands the necessity of gathering information on activities of other universities, student behaviour and developing trends. Analyses the strengths, weaknesses, opportunities and threats of an entity for risk assessment. 	
Academic & Programme Operations and Management	Financial Reporting	<p>PROCESSING DATA:</p> <ul style="list-style-type: none"> Ensures reliability of financial information. Documents and maintains supporting information for transactions and events. Records information in accordance with basic principles of accounting. <p>PREPARES:</p> <ul style="list-style-type: none"> Prepares financial reports appropriate for internal and external users. <p>ANALYSES:</p> <ul style="list-style-type: none"> Prepares, analyses and interprets financial performance measures. Understands the requirement to implement a formal budgeting process with necessary performance reporting. <p>REGULATION:</p> <ul style="list-style-type: none"> Interprets and advises on the organisation's reporting obligations. <p>DESIGNS:</p> <ul style="list-style-type: none"> Designs, evaluates and advises on financial accounting and related systems, including current and emerging development, for all university stakeholders. 	
Communication & Marketing		Estate Operations	<p>COMPLIANCE:</p> <ul style="list-style-type: none"> Understands the relevant statutory reporting framework for financial statements, including audit compliance requirements.
Financial Management		Human Resources Management	<p>TYPES:</p> <ul style="list-style-type: none"> Demonstrates an understanding of tax and in particular, value added tax and income tax. <p>COMPLIANCE:</p> <ul style="list-style-type: none"> Ensures compliance with all statutory reporting, filing, and payment obligations. <p>INTERACTION:</p> <ul style="list-style-type: none"> Demonstrates the interconnectedness between taxation, accounting and legal issues.
Information Technology		Legal, Governance & Compliance	
Library		Research & Innovation Management and Administration	

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