



# Recruitment of Part-time Financial Administrative Staff

## Description

1. **Job title:** NEAT MATERIALS Financial & Administrative Assistant
2. **Department:** School of Chemistry, Trinity College Dublin
3. **Remuneration:** Part-time 0.5 Full-time-equivalent pay scale Executive 3, scale point 1 (pro-rata).
4. **Reporting to:** NEAT MATERIALS PhD Coordination
5. **Location:** Dublin, Trinity College Dublin
6. **Start date:** As soon as possible
7. **Application period:** Currently open until position is filled.

## 8. About EIT Raw Materials @TCD

The NEAT MATERIALS PhD Programme is funded by the EIT Raw Materials, supported by the European Institute of Innovation and Technology (EIT), a body of the European Union.

EIT website: <https://eit.europa.eu/activities/education/kic-doctoral-programmes>

## 9. The role

We are currently looking for highly dynamic, proactive and flexible people to cooperate with us as financial and administrative assistant for a coordination unit working from Dublin in partnership with countries from around the globe. This is a central role for financial synchronization of collaborative activities between partners from Ireland, Austria, Australia, Chile and Germany, initially. The work required includes:

- Keeping accountings from several contributing budgets within TCD.
- Synchronize budgets with partner collaborators
- Prepare financial reports
- Facilitate expenses related with mobility and research activities between partners
- Control and report on tax, VAT and other financial aspects of contracts with the partners and funding agencies.
- Other administrative support related to front-of-college interactions, in relation to the international collaboration will also be required.

## 10. Key responsibilities

Supporting and assisting collaborative activities within the NEAT MATERIALS programs in Dublin and the globe, including the preparation of:

- Coordination of Budgets and Expenses
- Preparation of Reports
- Front-of-College information for NEAT MATERIALS PhD Programme.
- Preparation of budgets for new project proposals

## 11. Main working relationships

The Financial and Administrative Officer of the NEAT MATERIALS PhD Programme will work within the Programme Management Office, Coordinator, and will respond to the Academic Director and Head of School.

## 12. Your Profile and Our Requirements

- **Technical requirements:**
  - Qualification in Finances and Administration
- **Experience:**
  - Experience in Administrative / Secretariat role
  - Experience in Financial role
  - Experience in Academic Environment (administration of research projects and reporting)
  - Experience in International Environments
- **Skills:**
  - Essential
    - Working proficiency in English
    - Working proficiency in Spanish
    - Working proficiency in Financial Software and Office Microsoft Suite.
    - Financial and time project management
    - Proactive attitude
    - Positive team-worker
    - Excellent communication skills
    - Flexibility to work in new environments and different cultures
  - Desirable
    - Understanding perspectives and organizational cultures in business, academia, public administration and policy for different parts of the globe.
    - Understanding of TCD organization
    - Understanding Australian, Chilean and European contexts.

- Digital literacy (practice knowledge on managing online content and learning tools as well as social network platforms)
- Experience in international activities
- Working proficiency in German
- Knowledge of Latin American, Australian and/or Cross-European contexts.

### 13. Our Offer

- Access to a dynamic environment and global network.
- Flexible working hours.
- Access to community of experts.
- Continuous professional learning and qualification

For further questions please send an email to [neat.materials@tcd.ie](mailto:neat.materials@tcd.ie)

### 14. Application Process

NEAT MATERIALS values diversity and welcomes applications from all suitably qualified candidates from any age, gender, race, physical ability, sexual orientation, religion and ethnic background.

Please submit

- Your CV (maximum 3 pages), preferably [Europass](#) format
- An application letter in English (maximum 2 pages) outlining your motivation and suitability for the role highlighting relevant experience to support your application
- A list of references of projects for which you have prepared financial reports.

Please send your full application to Professor Michael E. Lyons ([melyons@tcd.ie](mailto:melyons@tcd.ie) and [Neat.Materials@tcd.ie](mailto:Neat.Materials@tcd.ie))