



Maynooth Students' Union
Aontas na Mac Léinn Mhá Nuad

Operations Team | MSU Finance

(Fixed Term Contract | September 2023 to May 2024)

The Role

Operations Team Members are key to the efficient running and delivery of Maynooth Students' Union Services to our students. Operations Team Members are required for the following service operations between September 2023 to May 2024 (the organisation will provide you with hours during term time weeks, these hours may vary week to week).

The Finance Office of MSU is a busy hub of activity all year round. The Finance team is looking for Operations Team support to help them manage the broad administrative and financial functions of the office. Supporting all the operations of MSU including the MSU Shop, MSU Club, Info Centre, Representation Activities, Campaigns, Events and Engagements as well as Payroll and HR support. There is a huge opportunity to get involved in your SU and work with the Finance team in supporting all that MSU delivers each year.

Principle Duties

Principal duties associated with this role will include:

- Supporting the management and administration of paperwork and documentation.
- Assisting with processing of receipts, invoices, and payments.
- Assisting with the implementation of authorisation requirements for all spending.
- Assisting with the filing of all paperwork.
- Assisting in the process of finance reconciliations.
- Maintaining annual files of information for specific financial records.
- Assisting with HR administration via online cloud systems.
- Assisting with stock counting and valuation.
- Assisting with Finance projects as they arise.
- All other relevant duties as identified and assigned by the Finance office, training will be provided on all business systems, processes, and procedures.

Note: as the Maynooth Students' Union continues to expand and evolve, it is likely that some flexibility, regarding the allocation of specific duties, will be necessary. Accordingly, the list of duties detailed above is not intended to be exclusive or restrictive; duties may be added or withdrawn but any such alterations will take place within the remit of campaign support.

The ideal candidate will have:

- Computer literate, good numeracy skills.
- Can demonstrate an organised and systematic approach to tasks.
- Team Player, flexible work ethic.
- Self-starter with good initiative and problem solving.
- Willingness to learn and bring ideas.
- Ideally studying in a relevant area of finance or accounting.
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Maynooth Students' Union

Maynooth Students' Union is the representative body for the students of Maynooth University (MU) and St Patrick's Pontifical University (SPPU) and seeks to serve their social, cultural, welfare, educational, political, and developmental needs, to further their interests, and generally to enhance their well-being. MSU operate a student centre and provides a range of supports and other services to the student body. MSU also operates as a registered club for the purposes of running a member's bar and venue.

MSU is an unincorporated association whose aims and objectives are defined by its Constitution adopted by its members.

MSU's activities are primarily directed through the MSU Executive (comprising elected Full Time and Part Time Officers) with policy oversight from the MSU Student Senate (comprising the MSU Executive, Student Academic Reps, Clubs & Societies Council Members, and directly elected Student Senators, representing various interests) together with governance oversight from the MSU Board of Trustees. The MSU President is the prime student representative. The MSU President is assisted by the MSU Executive, the MSU Student Senate, and by the MSU Director General and their staff.

MSU is a member organisation with the Union of Students in Ireland.

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview
- Appointments will be approved by the Director General based on the recommendation of the interview panel
- It is anticipated that interviews will be held during the week commencing Monday, 28 August 2023.
- The appointment is expected to be effective as soon as possible thereafter.

Terms and Conditions

The Irish Living Wage rate of €13.85 per hour.

Data Protection

Maynooth Students' Union will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.

If your application is successful and you accept an offer of employment at Maynooth Students' Union, then your personal data will continue to be processed in accordance with our Privacy Notice for Employees.

You can view our Job Applicant Privacy Notice on our website:

<https://www.msu.ie/pageassets/policies/privacy/MSU-Job-Applicant-Privacy-Notice.pdf>.

Application Procedure

Closing Date:

23:30hrs (local Irish time) on **Friday, 18 August 2023**.

Applications must be submitted by the closing date and time specified above.

Late applications will not be accepted.

Maynooth Students' Union is an equal opportunities employer.