

An Táin Arts Centre

Title: Finance Officer

Reporting to: Director/CEO

Job Description

Summary:

To provide general finance services for An Táin Arts Centre. Core responsibilities include accounts administration, payroll management, company administration, and general administrative support. The Finance Officer will represent the company when needed, and act as a point of information for the organisation, dealing with customer enquiries and providing a high level of service to all An Táin Arts Centre visitors.

Main Duties:

Accounts Administration

- Responsibility for the preparation and reporting of accurate and timely management accounts.
- Responsibility for the preparation and control of annual budgets, including the analysis of variances.
- Responsibility for financial internal controls, and ensuring adherence of controls by all employees.
- Responsibility for record keeping; including accurate and timely entry of all transactions using Sage 50 Accounts and Microsoft Office Excel.
- Management of cash accounts; including preparation of floats, reconciliations, and banking.
- Responsibility for accounts receivable and payable, including verification and processing of expense claims.
- Management of financial processes relating to the front of house, bar, gallery, and other income sources. Reconciling of daily box office / reception and bar cash sheets. Preparation of event and artist settlements.
- Preparation of annual accounts for external statutory audit.

Payroll Management

- Management of payroll; including the processing of monthly payments using Sage Payroll. Administration of PRSA, Tax Saver and other PAYE schemes.

Company Administration

- Responsibility for general company administration and statutory filing, including the Companies Registration Office, Charities Regulator, Register of Beneficial Owners, and Revenue.
- Supporting the Director/CEO and the Board in administrative functions.

General Duties

- Representing An Táin Arts Centre at local and national events.
- Attending all training and professional development sessions.
- Adhering to all fire, health and safety procedures to minimise the risk of injury and accidents. Adhering to all staff work practises, rules and regulations.
- Reporting immediately to the Director/CEO any significant matters.
- Undertaking any other duties as reasonably required.

Person Specification

Essential Criteria

- A minimum of three years' experience of managing the accounting function of a busy small to medium organisation.
- Qualified Accounting Technician or educated to Certificate/Diploma level in an Accounting discipline, or a minimum of five years' experience in lieu of qualification.
- Excellent IT skills, including advanced working knowledge of accounting software (Sage 50 Accounts and Sage Payroll) and Microsoft Office (Excel).
- Excellent numerical skills with strong attention to detail.
- Strong analytical and documentation skills.
- Excellent written and verbal communication skills.
- Be a problem solver with the ability to suggest and implement continuous improvements to processes.
- Proactive and focused attitude to work and an ability to constantly meet deadlines.
- Excellent organisational and time management skills.
- Ability to work flexibly according to the business requirements and be adaptable to changing circumstances

Desirable Criteria

- A demonstrable interest in the arts.
- A demonstrable knowledge of the reporting requirements of charitable companies, including the Charity SORP (Statement of Recommended Practice), Charities Regulator, Companies Registration Office, Register of Beneficial Owners, and Revenue.
- A demonstrable knowledge of the reporting requirements of national and international funders.

Terms

Contract: Part-time (20 hours per week), fixed 12 month contract, with 6 month probationary period.

Location: An Táin Arts Centre, Crowe Street, Dundalk, Co. Louth.

Hours: Flexible

Salary: €27,300 pro rata (€15,600 for 20 hours / €15 per hour)

Application Process

Interested candidates are invited to apply with a CV and cover letter highlighting how they meet the essential criteria required for the role. Applications of one pdf document by email only to Paul Hayes at An Táin Arts Centre, paul@antain.ie.

Closing date: Thursday 3rd December 2020 at 5pm.

Interviews: Wednesday 9th December 2020

Start date: January 2021

An Táin Arts Centre, Crowe Street, Dundalk, Co. Louth | www.antain.ie