

Temple Bar Gallery + Studios seeks Finance and Accounts Coordinator to manage the daily financial operations of the company

PRINCIPAL ACCOUNTABILITIES

A key PT role within the small executive team to manage the daily financial needs of the company:

Finance:

- Managing the daily financial operations of the company
- Managing, processing and paying supplier invoices
- Ensuring all financial records are accurate and up to date using SAGE
- Managing and processing payments and bank lodgements
- Preparing and managing monthly and weekly payroll
- Managing petty cash and bank lodgements
- Support to the director on funding applications
- Attend and participate in periodic team meetings and monthly financial updates
- Assist with preparation of financial documents for audit
- Assistance with other bookkeeping tasks required

Administration:

- Liaising with insurance company, lift, fire and other building contracts
- General office administration and other duties as assigned

COMPETENCIES REQUIRED

- Track record and experience in Accounts Management
- Detailed working knowledge of SAGE and payroll (Thesaurus)
- Detailed working knowledge of Microsoft Office (Outlook, Excel, Word etc.)
- Proven ability to prioritise workloads
- Ability in team-working, open and direct communications, organisational systems and planning, concern for clarity of work presentation and quality, and attention to detail
- Ability to work on one's own initiative

DAYS	PT & Flexible 2 days per week
PLACE OF WORK	Temple Bar Gallery + Studios, 5-9 Temple Bar, Dublin 2
CONTRACT TERM	2 years with 6-month probationary period
SALARY	Contact email below for details of salary
TO APPLY	Send CV and available start date
SEND TO	Clíodhna Shaffrey at cliodhna@templebargallery.com
CLOSING DATE	Tuesday 31 July 2018, 5pm

About Temple Bar Gallery + Studios

Temple Bar Gallery + Studios is a significant component of Dublin's visual art scene, located in the heart of Dublin and comprising a contemporary art gallery and an artists' studios complex providing affordable studio space to over 40 artists annually.

www.templebargallery.com