

Temple Bar Gallery + Studios seeks Bookkeeper to manage the daily financial operations of the company

Financial

- Managing the daily financial operations of the company involving: payments to artists and suppliers, control of creditors, debtors and purchase order system, management of monthly accounts, coordination of the company audit, staff weekly and monthly payroll and tax, company tax and registration
- Preparation of financial documents for the Annual General Meeting and board meetings, as required
- Preparation of financial documents to support annual applications to Arts Council and Dublin City Council
- Assistance with financial documents for audit
- Other ancillary duties that may arise

Operational

- Managing maintenance and service contracts for the building
- Other duties that may arise

POSITION PURPOSE

Position in the organisation:

Reports to: Director

Place internal and external contacts:

Internal: director, programme curator, board of directors, studio artists

External:

Accountant, auditor, Dublin City Council, Arts Council financial services, and other relevant funding agencies as relevant

PRINCIPAL ACCOUNTABILITIES

A key PT role within the 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
- 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 Approximately 1 day/8 hrs per week
PLACE OF WORK	Temple Bar Gallery + Studios, 5-9 Temple Bar, Dublin 2
CONTRACT TERM	2 years with 6-month probationary period
TO APPLY	Send CV and specify availability and start date
SEND TO	Clíodhna Shaffrey at cliodhna@templebargallery.com
CLOSING DATE	Thursday 23 February 2017, 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