

ABBEY THEATRE AMHARCLANN NA MAINISTREACH

ABBEY THEATRE Amharclann na Mainistreach | Job Description

JOB TITLE: Accounting Technician

RESPONSIBLE TO: Financial Controller



The Abbey Theatre is Ireland's national theatre and occupies a unique position in the hearts and minds of Irish people. It comprises of two theatres: the Abbey, with a seating capacity of 492 seats, and the Peacock, with a seating capacity of 132 seats. The Abbey Theatre is committed to producing a year round programme of work both on and off stage, with the priority to create work of excellence, which not only showcases Irish and international drama but also engages with the artistic and civic life of contemporary Ireland.

THE ROLE:

This role is a key component of the Finance Department Team which is responsible for the delivery of timely management information, compliance with taxation, commercial and governance obligations. This role involves a wide spectrum of tasks which may vary depending on the workload of the department at particular times throughout the year. The Finance Department operates a cross-training policy which results in all members of the Finance Team being capable of carrying out most tasks falling within the remit of the Department.

RESPONSIBILITIES:

Purchase Ledger

- Maintaining the purchase ledger (incl. primary data entry and expense analysis)
- Management of invoice authorisation process
- Monthly budget review with production department
- Completion of period end routine (incl. reports and reconciliation to nominal ledger)
- Completion and review of monthly creditors statement reconciliations

Debtors

- Issuing of sales invoices (incl. reconciliation to box office reports)
- Posting of invoices to the nominal ledger by way of nominal journal
- Credit control management

Bank

- Bank Reconciliations (incl. reconciliation to cashbook & nominal ledger)
- Processing payments (manual cheque/computer cheque/electronic credit transfers)
- Completing bank lodgements and analysing receipts
- Maintaining petty cash (incl. reconciliation to the cashbook & nominal ledger)
- Completion of period end routine (incl. reports and reconciliation to nominal ledger)

Nominal Ledger

- Preparation and posting of nominal journals to be posted to the nominal ledger
- Completion of monthly balance sheet reconciliations
- Assisting with monthly accruals & prepayments
- Assisting in completion of monthly management accounts (incl. variance analysis)

Payroll

- Payroll Support covering annual leave

Other

- General office administration including filing
- Managing telephone calls and email communications
- Adhoc projects as assigned by the Financial Controller
- Assisting in the implementation of new/upgraded systems and internal controls

PERSON SPECIFICATION:

- At least Accounting Technician with at least 2 years experience in similar role
- Part-qualified ACA/ACCA/CIMA/CPA
- Experience in using Microsoft Office Applications – Excel in particular
- Experience using Pegasus Opera III would be an advantage
- Experience with Sage Micropay Professional would be an advantage
- Experience in implementation of accounting systems would be an advantage
- Excellent organisational and time management skills.
- Excellent interpersonal/communication skills.
- Proven ability to work to strict deadlines with minimum supervision.
- Proactive and detail orientated work ethic.
- Strong analytical and reporting skills.

TERMS AND CONDITIONS:

Posts: Full time permanent position 40 h .

Hourly rate of pay: Salary commensurate with skills and experience.

Probationary period: 6 months.

Holidays: 24 days per annum (including Good Friday and Christmas Eve) pro rata.

Public Holidays: 9 Public holidays per annum pro rata.

Pension: The Abbey Theatre provides employees with access to a pension scheme and will match contributions up to 5.5% of salary. Employees must contribute a minimum of 3% to avail of employer contributions. Contributions are made through payroll.

Life Assurance: The Abbey Theatre Group Life Assurance plan provides a benefit to all employees of 4 times annual salary in the event of death while in service.

APPLICATION PROCESS

Please send detailed cover letter and up to date CV to:

HR Generalist, Abbey Theatre, 26 Lower Abbey Street, Dublin 1

Or alternatively can be sent by email: recruitment@abbeytheatre.ie (preferred option)

The closing date for applications is Thursday, 7 February 2019 5pm.

The Abbey Theatre is an equal opportunities employer.