

ABBEY THEATRE AMHARCLANN NA MAINISTREACH

ABBEY THEATRE Amharclann na Mainistreach | Job Description

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| JOB TITLE: | Accounts Payable Specialist |
| RESPONSIBLE TO: | Financial Controller |
| CONTRACT: | Permanent/ 40 hour week |

For 115 years, the Abbey Theatre has played a significant role in reflecting Ireland's evolving cultural, political and social identity. It has done so through the creation and staging of an important literary repertoire which has helped Irish people to understand and communicate what it means to be Irish. This role continues, as the nation's sense of identity continually evolves and our population becomes increasingly multicultural. In this more globalised world, it is vital that the Abbey Theatre continues to stand proudly amongst our peers as a world-class national theatre, touring our work internationally and attracting great artists to work in Ireland.

The Abbey Theatre's mission is to effectively and imaginatively engage with all of Irish society through the production of ambitious and courageous theatre, in all its forms. Ireland's National Theatre is artist-led and audience-focused. We aim to ensure our programmes are driven by ambitious, big ideas by theatre-makers of all disciplines, relevant to our times, and communicated effectively to all our citizens and stakeholders.

Our vision is to build a 21st century theatre and company, where creativity drives our every move, developing the artists and audiences of the future. We will be a confident collaborative company, leading the way in how Irish theatre is developed, produced and disseminated; and where everyone who works with us, irrespective of their role, knows that they are contributing to the work of one of the world's great theatres.

We are seeing for an experienced Accounts Payable Specialist who will be responsible for processing accounts payable invoices and performing creditor reconciliations.

RESPONSIBILITIES

Purchase Ledger

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

ABBAY THEATRE

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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).

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.

Other

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

PERSON SPECIFICATION

The post holder will have:

Essential:

- A qualified Accounting Technician or similar, with at least 2 years' experience in similar role
- Experience in using Microsoft Office Applications – Excel in particular
- 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.

Desirable:

- Experience using Pegasus Opera would be an advantage
- Experience in implementation of accounting systems would be an advantage

APPLICATION PROCESS

To apply, please send the below information:

- Up to date CV
- Cover letter

ABBAY THEATRE AMHARCLANN NA MAINISTREACH

(Outlining why you want this particular post and highlighting the skills and experience that you could contribute)

recruitment@abbeytheatre.ie

The closing date for applications is 5 pm on **Wednesday, 26th June 2019**

The Abbey Theatre is an equal opportunities employer