

Recruitment Information

An Grianan Theatre - Accounts and Administrative Assistant

An Grianán Theatre wishes to recruit an Accounts and Administrative Assistant. The role is part time, flexible at least two days per week. Please see below for more details on this position including:

- Description of An Grianán Theatre
- Job Description
- Person Specification
- Terms and Conditions
- Application Deadlines
- Interview Date

An Grianán Theatre

An Grianán Theatre, located in Letterkenny, Co Donegal, is an integral part of the county's thriving cultural life and a flagship venue in the North West of Ireland. We give local audiences and visitors the opportunity to enjoy the very best local, national and international arts and entertainment events.

An Grianán Theatre opened in October 1999 and rapidly earned a reputation for artistic excellence and accessibility. Boasting a 383 capacity auditorium and one of the largest theatre stages in Ireland, we are a state of the art facility committed to presenting the best in drama, comedy, music and much, much more.

We also maintain a busy programme of community and outreach events including regular drama classes for children and a youth theatre for young people.

For further information about the theatre please visit our web page

www.angrianan.com

Job Description

Job Title: Accounts and Administrative Assistant

Employer: An Grianán Theatre Management CLG

GENERAL STATEMENT OF DUTIES

The main role involves reporting to the Administrator of An Grianán Theatre, to assist with the day-to-day finances and administration of the theatre.

Main Duties:

Accounts and Administrative Assistant Duties:

1. Operate the day to day accounts on Sage Computerised Accounts Package
2. Input Supplier invoices for Theatre, café and CE Accounts
3. Issuing Sales Invoices on a monthly basis.
4. Prepare Bank reconciliations
5. Prepare Petty Cash reconciliations.
6. Prepare accounts for payment including artist payments.
7. Prepare daily lodgements of box office receipts and ancillary sales to bank.
8. Keep appropriate financial records for all the theatre's activities including performances, workshops, classes and touring projects.
9. Liaise with CE Supervisor regarding CE Claims
10. Deal with day to day correspondence and telephone enquiries.
11. Negotiate favourable rates for all Theatre Purchases including stationery, office equipment, cleaning materials, consumable stock etc. and ordering plus stock control of same.
12. Carry out any other duties, which reasonably fall within the broad terms of the principal responsibilities.

General Duties:

13. Deal with day-to-day correspondence and telephone enquiries.
14. Carry out any other duties, which reasonably fall within the broad terms of the principal responsibilities.
15. To work effectively with management and staff.
16. Adhere to all company rules and policies at all times.
17. To carry out any other duties as requested by the Theatre Director or Board of Directors from time to time.

Person Specification

Essential Criteria

Candidates must:

- have a minimum of three years of professional work experience in an accounts environment.
- have a minimum of three years current working knowledge of SAGE 50 Accounts.
- Have experience of online payment software reconciliations
- Have experience of grants and funding application
- be proficient in Microsoft Word and Excel

Desirable Criteria

Ideally candidates should have:

- knowledge of Ticketsolve, online ticketing software or similar
- Hold a full driving license

Terms and Conditions

Flexible, min 2 days per week.

Location: An Grianán Theatre.

Under the current Government guidelines recommending people to work from home whenever possible, the chosen candidate will have the option to work from home one day a week.

Salary – depending on experience

Deadline for applications Tuesday 17 May:

Please apply in writing with your CV and a covering letter outlining your suitability for the role. Send your application for the attention of Patricia McBride, Director, An Grianán Theatre, Port Road, Letterkenny, Co Donegal F92 RV1F or by email to pmbride@angrianan.com

Interviews for this post will be held in An Grianán Theatre on Friday 20 May

