



Finance & General Manager

Detailed Job Description

Purpose of Role:

This is a key role within the organisation, working closely with and reporting to the Artistic Director on the overall management of the financial, administration, and human resources of the Civic including the management and oversight of the overall day-to-day operations and administration of the arts centre's many activities.

Responsibilities:

Finance

- Manage the day to day financial administration and operations for the Company
- Control budgets for general administration, IT, building management, and staffing.
- Prepare final box office settlements and contra statements for productions and events.
- Creating production and project budgets including monitoring these through the projects as required.
- Responsible for bank reconciliation and banking using TAS Books.
- Report accurately each week on box office sales and attendances at the Company's performances and to create and maintain the year-end report on attendances and income from all performances and events.
- Processing and administration of invoice payments and collections and petty cash expenditure
- Collection of café rental from the café franchise.
- Setting financial targets for revenue streams individually including for individual productions.
- The collection and payment of IMRO monies.
- All aspects of Payroll (Thesaurus) P30, P45 and P60 returns, using ROS, Internet banking IBB
- Preparation of financial reports, annual budgeting and the annual audit.
- Management of drawdowns from funding bodies.

Administration

- Oversee all day to day administration for the Company to promote smooth business operations, including ensuring that the office is managed and maintained to support a good working environment.
- Manage the Company's IT and phones requirements in liaison with the Company's IT consultants.
- The issuing of all contracts for incoming companies, cast and crew for productions and co-productions.
- Liaising with the solicitor on the renewal of all Theatre and other licences.

- Ensure that appropriate insurance cover is maintained, and manage any claims as they arise.
- Supporting and working with the Box Office manager with all aspects of FOH operations.
- Working with the Artistic Director in the preparation of all funding applications.
- Contribute to annual reports, business plans and other strategic documents for the Company.
- Record, compile and complete statistics and analysis for the Arts Council annual funding, Charity Regulator annual reports and Companies Registration Office, including responsibility for submitting final documents.
- Maintain memberships to associations such as Theatre Forum, TYAI, Business to Arts, including attendance at annual meetings and keeping abreast of any news or developments from these associations.
- Participate and attend regular management meetings and other meetings as required.
- Liaising with café franchise in line with Box Office and Front of House Manager to ensure smooth operations of bar and restaurant.
- Support the Front of House Manager and Marketing & Audience Development Manager in dealing with customer complaints.

Governance

- Maintaining governance documentation and ensuring that policies for the Company comply with current legislation and practices, updating, communicating changes and training when required.
- Manage the Child Protection Policy for the Company, including overseeing the Garda Vetting checking process at the venue and being the 'Designated Person' on Child Protection
- Report to the Board and Artistic Director on financial, governance, and administrative matters.
- Responsible for all reporting to the Revenue Commissioners, Charities Regulator, and maintaining documents relating to the SORP Governance Code.

Fundraising

- Manage the delivery of the fundraising programmes of the Theatre including INSPIRE, and Sponsor a Seat.
- Develop new fundraising programmes such as Friends scheme and legacy programmes
- Prepare applications for funding from corporate sponsors in conjunction with the Marketing Manager and Artistic Director
- Maintain list of funding opportunities from Grants and Foundations and make applications where suitable
- Maintain memberships to associations such as the South Dublin Chamber of Commerce, The Wheel and Funding Point
- Update and Maintain the fundraising policy for The Civic Theatre
- Participate in any fundraising training or development programmes on behalf of The Civic such as the RAISE programme

HR

- Issuing staff with contracts and handbooks, maintaining employment records for staff including monthly time sheets etc, dealing with any HR issues that arise in the company in liaison with the Company's HR consultants and the Artistic Director.
- Organising staff training in health and safety, first aid, and any other training courses that may be needed.

Building Management and Operations

- Managing suppliers and annual maintenance contracts.
- Ordering of all office equipment and supplies.
- Liaise with the technical manager re building maintenance.
- Oversee all aspects of building management, maintaining good relationships with contractors; delegating where applicable and ensuring that the venue is operational and in a good state of repair.
- Lead the evaluation and implementation of the Company's health and safety policy and practices and ensure that the Company complies with all relevant health and safety legislation.
- Review and revise the Fire Evacuation plan and risk assessment annually, ensuring that this plan is carried out operationally.
- Ensure that the building is secure and that systems are in place to protect the building and its users.
- Be the main point of contact regarding the building and maintain relationships with neighbours and local businesses
- Work with café franchise to ensure that the bar and kitchen are in excellent working order and maintained to a high standard.

To undertake such other reasonable duties as may from time to time be required.