



**Part-Time Financial Controller
16 hours per week**

OUR MISSION, VISION AND VALUES

The Civic Theatre is a registered charity governed by a board of directors. We see ourselves as being so much more than a theatre, we are a place of possibility where the spark of imagination can set off a journey of curiosity, wonder and discovery.

First and foremost, of course we are here to ensure you always enjoy a great night out with that extra special Civic welcome.

Our place is your place; together we make the Civic come alive.

Vision

A place of possibility, opportunity and transformation, where all people are inspired and nurtured to play a creative and civic role in our world.

Mission

To enrich the lives of all of the people in South Dublin County and beyond, by crafting and staging a range of shared cultural experiences that invite and provoke a meaningful journey of transformation.

Key Responsibilities

Banking, Reconciliations & Journals

- Perform weekly bank reconciliation of the current account.
- Reconcile internet sales against the current account on a weekly basis.
- Reconcile chip & pin transactions against the current account weekly and report discrepancies to the General Manager.
- Reconcile the Theatre Programming account.
- Reconcile the Net Wages Account.
- Process journals for all settlements.
- Create monthly journals for petty cash, meal deals, Inspire, booking fees, and merchandise.
- Prepare weekly payroll journals.

Creditors, Suppliers, Invoicing, and Payments

- Code and enter all supplier invoices into Xero.
- Reconcile all creditor accounts regularly.
- Process payments for all invoices, front-of-house, settlements, and expenses.
- Set up new payees in the bank system as needed.
- Handle payments for RSS/Education and Tenderfoot initiatives.
- Issue invoices for hires, café accounts, and other income streams, ensuring prompt follow-up on outstanding payments.

Reporting & Financial Oversight

- Provide detailed financial reports as requested by the Artistic Director (AD) or other senior staff.
- Assist with financial aspects of Arts Council applications and related funding documentation.
- Collaborate with external auditors to support the annual audit process, including preparing necessary reports and reconciliations.
- Maintain accurate and up-to-date financial records to ensure compliance with audit and regulatory standards.

Other Duties

- Monitor cash flow and recommend strategies to optimize financial health.
- Support the development and improvement of financial systems and procedures.
- Provide occasional support for financial planning related to special projects, grants, or new programming initiatives.

Additional Considerations

- Familiarity with Xero is preferred.
- finance/ accounting qualifications
- Previous experience in a similar role
- Ability to manage deadlines effectively in a part-time capacity
- A high degree of accuracy and attention to detail
- Good communications skills

Employment Terms Part time:

- Working hours/days: 16 hours per week, spread across 3-5 days (with flexibility as agreed)
- Salary: Competitive, commensurate with experience and qualifications
- Probationary Period: 6 months
- Leave: 10 days + bank holidays
- Reports to: CEO/Artistic Director and The Board of Directors.
- Place of work: The Civic Theatre, Parthalán Place, Tallaght, D24NWN7

Application Process:

- Please email your CV and a succinct cover letter, outlining your suitability for the role, to info@civictheatre.ie with the subject line: 'Financial Controller Position'.
- Closing date for applications is 5pm on Friday 10th January 2025.

Working at The Civic Theatre offers the opportunity to play a key role in supporting our mission to enrich lives through the arts while joining a collaborative and creative team environment

The Civic Theatre is an equal opportunities employer. All Applicants must comply with Garda Vetting requirements if required.