Job Description Financial Controller (Part-Time)

Nov 2026

The Civic, Parthalán Place D24NWN7

ABOUT THE CIVIC

The Civic is a registered charity and a cultural and civic resource for South Dublin and beyond. We develop, produce and present artistic work, support artists, and create opportunities for communities, children and young people to engage with the arts.

Our strategy brings together four priorities: Arts Programming; People and Place; Children and Young People and Sustainability, Capacity and Future Development.

PURPOSE OF THE ROLE

The Financial Controller leads the day-to-day financial management of The Civic and provides clear financial advice to the CEO/Artistic Director, Board and Finance Sub-Committee. The role combines accurate accounting and effective controls with an active contribution to strategic planning, implementation and organisational development.

Working closely with colleagues, the postholder will turn strategic ambitions into costed plans, identify resource gaps and help The Civic make informed decisions that sustain its artistic and public purpose.

REPORTING AND WORKING RELATIONSHIPS

- Reports to the CEO/Artistic Director, with regular financial reporting to the Board and Finance Sub-Committee and access to the Committee Chair on financial oversight matters.
- Works collaboratively with the General Manager, budget holders, programming, education, marketing, technical and box office colleagues, and external auditors and advisers.

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STRATEGIC PLANNING AND IMPLEMENTATION

- Participate actively in the strategy stress-test, implementation planning and subsequent reviews across all four strategic priorities.
- Cost proposed actions and distinguish existing activity from additional commitments. Identify staffing, systems, time and funding requirements, dependencies and financial risks.
- Develop rolling three-year financial projections within the wider strategy period, linking annual budgets to implementation milestones and agreed responsibilities.
- Prepare scenarios for changes in funding, attendance, income and costs; advise on sequencing, affordability and the financial implications of expanding, reducing or deferring activity.
- Support assessment of future space and building development, including capital costs, funding assumptions, operating costs and long-term financial sustainability.

KEY RESPONSIBILITIES

BUDGETS & MANAGEMENT REPORTING

- Lead annual budget preparation with the CEO and budget holders; maintain forecasts and explain material variances, emerging pressures and corrective options.
- Prepare monthly management accounts, cash-flow forecasts and concise commentary, including the balance sheet, income and expenditure, budget comparisons and year-end outlook.
- Develop proportionate financial measures for strategy delivery, including unrestricted funds, reserves, cash availability, income mix and project performance.
- Support programme, production, partnership, education, community, digital and off-site budgets with clear cost allocations and timely financial information.

BOARD FINANCE & SUB COMMITTEE

- Attend Board meetings and Finance Sub-Committee meetings as a regular requirement of the role, including meetings outside normal office hours where scheduled.
- Prepare and circulate financial papers within agreed deadlines; present reports, explain assumptions and risks clearly, respond to questions and follow up agreed financial actions.
- Advise the CEO, Board and Committee on liquidity, reserves, financial controls and the financial implications of strategic decisions, supporting their respective management and oversight responsibilities.

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KEY RESPONSIBILITIES (CONTINUED)

ACCOUNTING AND FINANCIAL OPERATIONS

- Maintain accurate records in Xero, including supplier invoices and payments, journals, accruals, prepayments, fixed assets and project or fund tracking.
- Complete weekly bank reconciliations and reconcile ticketing and online sales, card receipts, programming and net wages accounts; investigate discrepancies promptly.
- Prepare settlement and payroll journals and monthly journals for petty cash, meal deals, Inspire, booking fees and merchandise, as applicable.
- Reconcile supplier accounts and process approved supplier, front-of-house, production settlement, education, Tenderfoot and expense payments within delegated authority.
- Set up bank payees under agreed controls; maintain separation between payment preparation and authorisation, escalating exceptions to the CEO.
- Issue invoices for hires, café license fees and other income; monitor debtors, follow up overdue balances and report concerns.

PAYROLL AND EMPLOYMENT COSTS

- Coordinate with the colleague or provider responsible for payroll, checking authorised inputs, reconciliations and payments and ensuring payroll journals are accurate.
- Monitor salary, employer pension and other employment costs; include their full impact in budgets and forecasts and support relevant statutory processes with payroll advisers.

FUNDING AUDIT AND CONTROLS

- Prepare financial budgets, returns and supporting records for Arts Council, South Dublin County Council and other funding applications and awards; monitor conditions, deadlines and restricted funds.
- Coordinate year-end schedules and reconciliations for external auditors and support preparation of annual financial statements and applicable financial filings.
- Coordinate relevant tax and statutory financial returns with external advisers, maintaining a clear compliance calendar.
- Maintain and improve financial procedures, delegated limits, purchasing and payment controls, reserves monitoring and financial risk reporting.
- Maintain secure records, clear process documentation and practical cover arrangements. Protect confidential financial and employee information.
- Help colleagues understand and manage budgets; improve systems and reporting so that financial administration supports timely decisions and effective delivery.

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EXPERIENCE AND SKILLS

ESSENTIAL

- Recognised professional accountancy qualification such as ACA, ACCA, CIMA or equivalent, or substantial demonstrably equivalent experience at Financial Controller level.
- Experience managing accounts, budgets, cash flow, year-end audit preparation and effective financial controls in a comparable organisation.
- Ability to build multi-year forecasts, cost projects and translate financial analysis into practical advice for senior management and a Board or finance committee.
- Strong accounting software and spreadsheet skills; ability to use Xero effectively or become proficient quickly.
- Sound judgement, discretion and the confidence to raise concerns constructively; clear communication with colleagues who are not finance specialists.
- Excellent accuracy, organisation and ability to meet deadlines within an agreed part-time workload; a collaborative approach and interest in The Civic's purpose.

DESIRABLE

- Arts, venue, charity or publicly funded organisation experience, including grant reporting, restricted funds and project accounting, desirable but not essential.
- Xero experience; ticketing and production settlements; capital project appraisal or organisational change planning.

PROPOSED EMPLOYMENT TERMS

- **Hours:** 19 hours per week, with the working pattern agreed in advance. Board and Finance Sub-Committee preparation and attendance form part of the planned workload. Any additional hours require advance approval and agreed arrangements for time off or remuneration.
- **Salary:** Commensurate with experience
- **Probation:** Six months.
- **Annual Leave:** Four working weeks based on contracted hours, plus applicable public holiday entitlements; any service-related enhancement to be confirmed in the contract.
- **Location:** The Civic Theatre, Parthalán Place, Tallaght, Dublin 24, D24 NWN7.
- **Start date:** As soon as possible.
- **Applications:** Send a CV and succinct cover letter to info@civictheatre.ie with the subject: Financial Controller Position.
- **Closing date:** Fri 13th Nov. 5pm

The Civic is an equal opportunities employer. Candidates may request reasonable accommodations during recruitment. Garda vetting will apply where required for the role.