



ACCOUNTS ASSISTANT

ROLE DESCRIPTION & APPLICATION INFORMATION

Role title:	Accounts Assistant
Reporting to:	Head of Finance
Key Relationships:	Production, Operations and Audience and Media department management Management Accountant, Head of Finance
Location:	Dublin 1, Ireland
Contract:	Full Time / Permanent

BACKGROUND TO THE GATE THEATRE

The Gate Theatre was founded in 1928 by Hilton Edwards and Micheál Mac Liammóir. Their productions were innovative and experimental and they offered Dublin audiences an introduction to the world of European and American theatre as well as classics from the modern and Irish repertoire.

The Gate's mission is to be an international home for Irish artists and an Irish home for international artists. On its stage in Dublin and through tours, partnerships and creative collaborations, there is a commitment to 'open the Gate' to new artists, audiences, and new forms of theatre. The Gate's aim is to share this work with a large, diverse and evolving audience both in Ireland and around the world.

As an artist-led organisation the 'work' is at the heart of everything the Gate does. It produces a broad programme of new, contemporary and classic work, all of which speaks to today's world.

As the world continues to experience seismic economic, societal, political and cultural shifts, the 21st century has brought incredible change to our lives through technology and globalisation. However, theatre remains the backbone of society's culture, and none more so than in Dublin, whose literary and creative output is world-renowned.

Principles of the Gate's Vision:

- An Irish home for international artists and an international home for Irish artists with a network of international partnerships and collaborations - a creative leader on the world stage.
 - A global world-class theatrical powerhouse producing an annual programme of original work, attracting a diverse and broad audience.
 - A space for the world's greatest artists to meet, collaborate and exchange ideas through local, national and international encounters both on and off-stage.
 - A platform to launch the next generation of artists on the world stage, and to nurture these artists through mentoring and development, producing their work both at the Gate and internationally.
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PURPOSE OF THE ROLE

The Accounts Assistant supports the Management Accountant and Head of Finance in the delivery of accurate and timely financial information to Budget Holders, the Board and Stakeholders. The role supports the business with the provision of financial information and process requirements e.g. the PO process and expense claim process.

RESPONSIBILITIES

Accounts Payable

Co-ordinating the Purchase to Pay Process including:

- Processing Purchase orders
- Matching invoices to Purchase Orders
- Processing Invoices
- Preparing Payment Runs
- Managing Foreign Payments
- Managing Supplier Queries
- Supplier Statement Reconciliation

Expenses & Corporate Cards

- Processing all Corporate Procurement and Credit Card transactions in line with policy and practice

General Ledger

- Complete Bank Reconciliation in a timely manner
- Complete Balance Sheet Reconciliation in a timely manner

Payroll

- Reconciling monthly PAYE returns on ROS
- Input Weekly Payroll information from the Data Input Register to the SAGE Payroll System
- First line data validation to reconcile the input register and sage reports

Analysis, Reporting & Audit

- Support the Head of Finance and Management Accountant with data gathering and processing related to internal and external Audits
- Ad-hoc reporting and analysis as required

Data Management & Systems

- Maintaining the General Ledger on Accounts System
- Support the Head of Finance and Management Accountant with new systems implementation
- Maintain files and records up to date and current in an easily accessible format
- Managing Data in line with GDPR

Policy and Procedure

- Assist with the implementation of new policies and procedures
- Providing advice and support to non-financial staff on finance systems and processes

PERSON SPECIFICATION

Skills and Technical

Essential

- A minimum of two years experience in a similar role
- Advanced Excel Skills
- Experience working with a Finance System
- Working knowledge of ROS and Revenue Statutory Returns
- Experience processing weekly payroll in a timely and efficient manner
- Experience of SAGE or other payroll system
- Experience reconciling and processing pension payments

Desirable

- Studying for or part qualified AAT , ACCA/ CIMA or equivalent
- IPASS Qualified
- Knowledge of Charities SORP / experience of working with a Charity
- Knowledge of FRS102
- Knowledge of VAT Partial Exemption
- Knowledge of Office 365: Teams and Sharepoint
- Experience of working in an SME
- Experience of Sage 50 or TASbooks
- Experience of implementing finance systems

Key Competencies and behaviours

- Strong analytical and problem solving aptitude
- Excellent accuracy and attention to detail
- Results driven with an output and delivery focus

- Ability to prioritise and work to multiple deadlines at the same time
- Excellent written and verbal communication
- Team player and customer focussed
- Honesty, Integrity and confidentiality

This job description is a guide to the nature of the work required of the role, it is not an exhaustive list of duties and your line manager may, at any time, allocate other tasks which are of a similar nature or level.

The Gate is an equal opportunities employer and value diversity. We encourage applicants from different backgrounds and different experience

TERMS & CONDITIONS

Salary: Commensurate with experience

Working Days and Hours:

The standard hours for the role are: 10am to 6pm, net working hours 37.5. Due to the nature of the role some work may be required outside these hours.

The standard working days for the role are Monday to Friday, some weekend work maybe required



Application and Selection Process

If you have the drive, experience, and passion to work in our Finance team, please submit a comprehensive Curriculum Vitae and supporting letter by email to:

HR@gate-theatre.ie referencing **Gate Theatre Accounts Assistant**

As part of our Equal Opportunities in Employment Policy, we have a system to monitor all job applications. Please complete our Equal Opportunities Monitoring Form and submit it as part of your application. This information will be used for monitoring purposes only and shall remain strictly confidential in line with our Data Protection arrangements.

https://forms.office.com/Pages/ResponsePage.aspx?id=4aYnk08dpk-cJoL46NGm4S8b4TC9G_BFoHV_mNwbaTRUQzRMTU42TTdQNDMwSVIJVUZFTFE3VkRMTS4u

This form will not be used during the shortlisting process but will be used separately and for the purpose of recruitment monitoring and provision of statistical data. All information supplied will be treated in the strictest confidence and protected from misuse.

Closing date for receipt of applications is **Friday 24th June 2022**.

The position is offered on a permanent basis.

The Position will be advertised through both the Gate media channels and our recruitment partner Hays. Candidates should only apply through one channel.

Candidates will be assessed based on their application, relevant experience, and the interview process.

The interview process will consist of initial screening plus two rounds of interviews. The first round will be competency-based interview based on the role requirements; the final round will build on the information of the first round and involve specific scenario based questions.

The Gate is an equal opportunities employer where diversity is valued and supported.