



## MANAGEMENT ACCOUNTANT

### ROLE DESCRIPTION & APPLICATION INFORMATION

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

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### 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 Management Accountant role plays a key part in the smooth and efficient operation of the finance department and supports the Head of Finance in the delivery of accurate and timely financial information to Budget Holders, the Board and Stakeholders. The role provides financial services to the business and acts as a strong financial support partner.

## **DELEGATED AUTHORITY**

The role has delegated authority in line with the Gate's internal policies.

## **RESPONSIBILITIES**

### Accounts Payable

Co-ordinating the Purchase to Pay Process including:

- Supplier Control and Management
- Review Payment Runs
- Managing Supplier Query Escalations
- Ensure Supplier Statement Reconciliation are actioned

### Expenses & Corporate Cards

- Champion a culture of compliance supporting the business to ensure adherence to Company Expenses and Procurement Policy

### General Ledger

- Manage and process Monthly Accruals and Prepayments and other journals
- Manage and Maintain the Fixed Assets Register
- Preparation of Trial Balance and importing into Management Accounts pack
- Regular Review of Balance Sheet to ensure date is up to date and current

### Payroll, Pensions and Taxation

- Receive and process timesheets from all departments on a weekly basis.
- Manage and process the weekly data entry register
- Process the weekly payroll reconciliation of the control sheet to the Data input register

- Support the finance assistant with the processing of the payroll on the SAGE system as required
- Act as lead contact for line managers re issues / queries on timesheets / payroll
- Liase with HR as required re weekly payroll
- Managing queries and ad-hoc returns from Revenue on ROS
- All VAT returns including, (bi-monthly and annual) including calculations as required
- Annual Charitable Donations Returns
- Reconciling and Posting Monthly Pensions Returns

#### Budget Holder Management – Production Team

- Working with the Production Team to plan forward spending
- Maintain a register of recurring expenditure to ensure all items are captured
- Assisting Production Team with Supplier Management
- Monthly budget holder meetings with Production Team
- Analysis of variances to budget
- Analysis and query management with Production Team

#### Analysis, Reporting & Audit

- Support the Head of Finance with all matters 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 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

- Support the Head of Finance with the implementation of new policies and procedures
- Champion a culture of compliance supporting the business to ensure adherence to Company Policy and Procedures
- Providing advice and support to non-financial staff on finance systems and processes

### **PERSON SPECIFICATION**

#### **Skills and Technical**

##### **Essential**

- AAT fully qualified or Part-Qualified ACCA/ CIMA or qualified through experience
- Advanced Excel Skills
- Experience working with a Finance System at administrator level
- Knowledge of FRS102
- Working knowledge of ROS and Revenue Statutory Returns
- Experience of implementing finance systems
- Experience interpreting and translating financial data for non financial managers
- Experience leading on budget planning and forecasting

### **Desirable**

- Knowledge of Charities SORP / experience of working with a Charity
- Knowledge of VAT Partial Exemption
- IPASS qualified
- Experience working with SAGE Payroll or equivalent
- Knowledge of Office 365: Teams and Sharepoint
- Experience of working in an SME
- Experience of Sage 50 or TASbooks
- Experience processing payroll timesheet input registers
- Understanding of timesheet management

### **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 simultaneously
- 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](mailto:HR@gate-theatre.ie) referencing **Gate Theatre Management Accountant**

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](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 24<sup>th</sup> 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.