

## **Dublin Municipal Theatre at Smock Alley: Invitation to Tender - Financial Accounting Services** **(<https://www.activelink.ie/node/110593>)**



Dublin Municipal Theatre at Smock Alley

### **DESCRIPTION: Financial Accounting Services**

**A new Municipal Theatre for Dublin @Smock Alley. Dublin City Council through its subsidiary Dublin Municipal Theatre CLG (DMT) is assuming the operation of the theatres and Banquet Hall/Event Space at Smock Alley in October 2024. Accordingly DMT is seeking the provision of Financial accounting management accounting and Bookkeeping Services etc**

### **ABOUT THIS ROLE**

**Financial accounting, management accounting and bookkeeping services**

**Line Manager:** Theatre Director

### **Main Purpose**

This is an exciting and varied role or contract requiring an eye for detail and engagement across all departments within the organisation. The Bookkeeper/ Finance Manager is a key role, responsible for the day-to-day finances and responding to queries as they arise for the organisation. Reporting to and working closely with the Director, the Finance Manager role will ensure the systems and procedures in place that safeguard the company. They will share the ambition and enthusiasm to enable and drive to meet the needs of the theatre.

The Bookkeeper/Finance Manager will take the lead on several of the systems used to produce all the records in Xero. The jobholder will also be a key player in producing, for example: first draft Management Accounts and help colleagues with analysis against budgets.

The role is a contract role and can be filled by a person or an organisation.

### **Key activities:**

These are not exhaustive but give an overview of the tasks required of the Finance function in DMT. (Further detail is available on request)

1. Management accounts: Prepare first draft Management Accounts including relevant journals, prepayments, accruals

and ledger analysis for discussion with the Director. Other tasks required for management accounts preparation include:

- Complete relevant Balance Sheet and income reconciliations at least quarterly and check those completed by others.
- Check box office income journals and reconciliation.
- Returns to Theatre Clients (e.g. Where there is a box office split)
- Review and share updated expenditure and income reports with budget holders monthly and as requested

Annual audit: produce draft accounts and a trial balance and all reconciliations and explanations for the external auditors and liaise with them to ensure a good statutory audit for the year end.

2. Bank and cash: Create and authorise bank payments ensuring compliance with approval limits. Ensure invoices are correctly posted to Xero and that the correct mapping is in place for approval steps. Deal with our merchant services and acquiring banks. Carry out all Bank Reconciliations.
3. VAT and taxes: Help with Theatre Tax Relief and grant calculations as required by the Director. Complete statutory Reporting, VAT and PAYE payments and checking liabilities match and ensuring anything the theatre can claim is processed
4. PO/invoicing: Oversee approval process ensuring that the user database is up-to-date. Check journal postings in Xero. Ensure that purchasing cards (Soldo) have appropriate balances available to users, ensure user database is maintained. Check that expense transactions on cards are reconciled in Xero on a timely basis, chasing up receipts/invoices as appropriate.
  - Expenditure
  - Credit Card
  - Refunds
  - Petty Cash
  - Returns to Theatre clients
  - Income recognition and reconciliation: Weekly lodgment and cash reconciliation, Box Office income, Ticketsolve income reconciliation and agreement.
5. Prepare ad hoc spreadsheets and reports for information purposes and for board information and continuously improve current systems

## Team and Company working and meetings

- Treat all information with confidentiality and sensitivity, (personal and financially sensitive information is held in Finance at all times).
- Dealing with or holding queries as they arise for the Director
- Play an active part in development, promotion and implementation of all company policies including diversity and inclusion and environmental sustainability and health and safety.
- Attend company and departmental meetings as required.

*To carry out any other duties required by the theatre in pursuance of the above objectives.*

## Personal specification:

- Knowledge of working with integrated IT systems such as Xero
- Demonstrable desire and ability to work in an integrated, digital finance environment
- A relevant finance qualification or at least 2 years' experience and looking to work towards one (study support package negotiable).
- Ability to work to tight deadlines and manage a diverse workload
- Ability to act with discretion and confidentiality at all times
- A good communicator and advocate for the organisation
- Ability to think outside the box and see the bigger picture
- A proactive thinker who can see and solve problems and knows when to seek advice
- Analytical skills with a passion and vision for change improvement
- Great Xero and Excel skills and a drive to grow these skills for themselves and the team
- A good understanding of internal control standards and the ability to recognise the need for and recommend change
- Willingness to learn the skills required to progress in the role

## Desirable

- An accountancy qualification
- Previous experience in the arts sector
- Knowledge of payroll taxes and VAT

# HOW TO PROPOSE

A more detailed spec of the tasks involved are available on request from email [artsoffice@dublincity.ie](mailto:artsoffice@dublincity.ie) (<mailto:artsoffice@dublincity.ie>)

To apply, please send a proposal with any CVs of proposed contractors and short covering letter in Word document or PDF. Please quote daily rates or contract fees.

**Your tender should be sent to the following email address: [artsoffice@dublincity.ie](mailto:artsoffice@dublincity.ie) (<mailto:artsoffice@dublincity.ie>)**

**The deadline for tenders is 5pm on 16.09.2024. Interviews or presentations will take shortly after that date.**

## TERMS AND CONDITIONS

Contract: part time/contract

Contract value: competitive rates

### **Region**

Dublin

### **Date Entered/Updated**

2nd Sep, 2024

### **Expiry Date**

16th Sep, 2024

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