

Recruitment Call for Finance Manager

We are seeking to recruit a Finance Manager

Closing Date 30 June 2023

About the Role

The Finance Manager is responsible for overseeing the company's day-to-day financial control and accounting activities, working as part of a team with the Company Financial Controller and Company bookkeeper to ensure the company is compliant and efficient in its financial and tax operations.

The Finance Manager will be involved in the preparation of the annual budget and regular financial forecasts, along with the timely production of the monthly/quarterly financial statements. With the support of the Financial Controller, they will be involved in governance review and oversight, including preparation for the Finance & Audit committee meetings, and for preparation of audited accounts, working with our external auditors.

Position summary:

Post Title:	Finance Manager
Post Status:	Fixed Term Contract (full-time), three years; a six month probationary period. (Full time is preferred, but can also facilitate some part time working for anyone completing a related qualification)
Location:	Hybrid working role, with potential to work remotely for part of week at Dublin City Council Culture Company HQ, 14 Henrietta Street, Dublin 1, D01 HH34 or/and Richmond Barracks, Inchicore, Dublin 8, D08 YY05.
Reports to:	Financial Controller, Dublin City Council Culture Company.
Key relationships:	The rest of the finance team, Operations and Admin team and wider company teams.
Salary:	€39,000 gross per annum (prior to reward and recognition)
Reward and recognition:	All Dublin City Council Culture Company employees participate in the performance review and appraisal process annually. This process

	measures performance, considers training and development opportunities and is used to determine any reward (pay or annual leave increases) that may be applicable.
Pension:	A contribution of up to 10% of salary will be made to an agreed pension savings scheme subject to the individual contributing a similar percentage.
Working from home:	The company facilitates some working from home suitable to the requirement of the position, this can be discussed further with the successful candidate.
Other benefits:	Other Employee benefits include Employee Assistance Programme, Cycle to Work Scheme, Taxsaver Commuter Ticket Scheme for public transport to and from work, access to certified training and opportunities for professional development in your role.

Role requirements

Essential criteria

- Part qualified or qualified accountant with an ACA, ACCA, CIMA, IATI qualification or equivalent.
- A minimum of 1 year of equivalent experience in a relevant role
- Good working knowledge of SAGE Accounting system, including reporting
- Meticulous attention to detail and commitment to work collaboratively with a wider team
- Ability to work effectively and independently, understanding what to prioritise and how to delegate effectively to meet deadlines.

Desirable criteria

- Experience in a museum environment or using sales reports from ticketing systems (we use Ticketsolve)
- Experience in the not-for-profit sector and / or cultural enterprise or an interest in same
- Excellent communication, interpersonal skills and ability to engage with a wide range of people

Key responsibilities

Monthly, Quarterly and Year End Accounts Preparation

- Work with the Visitor Experience/Front of House team to manage sales and cash reconciliations system
- Using the Sage accounting system to produce monthly, quarterly and year end

accounts

- Work with the Financial Controller to prepare annual financial statements, budgets and cash flow projections
- Complete monthly and annual bank reconciliations
- Work with the financial administrator to ensure that all financial transactions are properly recorded, filed, and reported in the SAGE accounting system including relevant journal entry
- Creating invoices and reviewing debtors regularly
- Providing clear timelines for management to return information for year-end accounts preparation
- Oversee or implement tasks as per the agreed Finance Task List or as requested as a result of reviews to the Financial Procedures of the Company or as may be requested by the Finance & Audit Committee.
- Report to the CEO with timely and accurate financial information
- Prepare financial reports to funding sources if required
- Raise any financial risks as they are foreseen for inclusion in Risk Register and propose steps to mitigate.
- Collaborate with auditing services and company secretary to ensure proper compliance with all regulations

Fixed Asset Register

- Ensure that a Fixed Asset Register is maintained for all Fixed Assets owned by Dublin City Council Culture Company.

How to apply

Applications are now invited from applicants who meet these published requirements.

Applications must include the following:

- Your CV (including the names and contact details of two referees). Note that referees will not be contacted without prior consent.
- A letter citing your specific skills, knowledge and experience relevant to the role specification and requirements set out here and why you are interested in this role.

Completed applications should be sent by email only to recruitment@dublincitycouncilculturecompany.ie with "Finance Manager" in the subject line.

Closing date for this application is 30 June 2023. Applications received after the closing date and time will not be accepted.

The information supplied in your application will be reviewed against the requirements set

out in this notice by a panel. Dublin City Council Culture Company reserves the right to shortlist applicants and/or call people for an interview. We envisage that any resulting first round interviews will be held during the week beginning July 10, 2023. It will not be possible to provide application process feedback to unsuccessful applicants.

Please note that Dublin City Council Culture Company is committed to developing policies and practices ensuring that accessibility, Universal Design and reasonable accommodation for people with disabilities are taken into account. Dublin City Council Culture Company is an equal opportunity employer. [Please see our Equal Opportunities Policy here.](#)

Please note that both the museum at 14 Henrietta Street and Richmond Barracks are Part M access compliant, and the offices of Dublin City Council Culture Company in both have limited physical access. Reasonable accommodation of access requirements will be made for successful applicants.

Interviews will take place in an accessible location. We are committed to respecting and protecting your privacy. We keep several kinds of personal data about our prospective employees so we can manage the recruitment process effectively and efficiently and meet our legal obligations. [Please see our Privacy Notice for Job Applicants here.](#)

ENDS