



# Finance Manager (Full Time or Part Time)

Pavilion Theatre is seeking applications to join our team in the following key position within its management team:

<b>Job title</b>	Finance Manager
<b>Reporting to</b>	Director
<b>Responsible for</b>	Managing the financial operations of Pavilion Theatre
<b>Location</b>	Pavilion Theatre, Marine Road, Dún Laoghaire, Co Dublin
<b>Remuneration</b>	This is a full-time or part-time position with a company pension contribution

## About Pavilion Theatre

Located in the picturesque seaside town of Dún Laoghaire since 2000, Pavilion Theatre has established itself as a cultural hive of activity for thousands of visitors each year. Serving a 324-seat theatre, our dedicated and hardworking team of 5 full-time and several dedicated and valuable part-time staff, supported by a team of dynamic volunteers, make every effort to ensure a high standard of art and culture is presented to our audiences. This includes the very best Irish and international work across theatre, cinema, literary, dance, comedy and music.

A hub of culture for the Dún Laoghaire area since 1903, Pavilion Theatre reflects on the successes of the past with the aim of continually improving its service and dedication to the arts, artists, and to each and every visitor that walks through its doors.

## Position Profile

Reporting to the Director, the Finance Manager is a key position within the theatre management team. Pavilion Theatre is a Company Limited by Guarantee and a Charity which is governed by a Board of Directors / Trustees. The organisation is managed by the Director who is supported by a Technical Manager, Operations Manager, Marketing Manager, and the Finance Manager. This is an excellent opportunity for an enthusiastic individual looking to take the next step or to consolidate their career in accounting, financial and venue management.

# Key Responsibilities & Duties

## Primary Responsibilities

- Preparation and reporting of accurate and timely management accounts, the analysis of variances, cash flows, annual audit and financial reporting
- Maintaining all mechanisms of financial control and ensuring adherence with the controls by all theatre staff
- Provision of accurate, timely and informative financial information to the Director and Board
- Management of Purchase Orders or similar system, processing of supplier invoices and preparation of payments thereof
- Management of financial processes relating to the theatre, bar and front of house income and expenditure
- Reconciling and processing daily Box Office returns, bar sales, show settlements and company bank accounts. Reconciliation and payments of Income Tax, VAT, PRSI, PAYE and USC.
- Management of payroll including the processing of weekly and monthly payments and pension schemes as appropriate
- Preparation and processing of monthly creditors' reports including supplier statement reconciliations and investigation of anomalies
- Liaising with funders regarding grant payment and responsibility for annual and interim grant applications
- Weekly show and cinema settlements

## Areas of Financial Administration Covered

- Relationship Management of Supplier Accounts including Property Management Accounts and Insurances Companies
- Responsible for all Theatre licenses
- Management of Staff Holidays and TOIL
- Attendance at Board meetings as Company Secretary and circulating minutes to members of the Board as soon as possible after the meeting and maintaining an appropriate file
- Coordination of Board subcommittees meetings and minute taking at subcommittee meetings
- Assisting when appropriate in ensuring the organisation adheres to legislative requirements.
- Maintaining the Members Register and ensuring records are up to date
- Responsibility for filing information with the CRO, when appropriate, including B10s for change of Director, annual returns or amending governing documents
- Ensuring accurate records are maintained on Pavilion Theatre's profile with the Charities Regulatory Authority including updating of details of Trustees and governing documents

## Support to the Director

- Undertaking other Finance, HR and administrative duties as may be reasonably required and agreed with the Director
- Supporting the team of Pavilion Theatre in Financial administrative functions as may be reasonably required and as agreed with the Director
- Observing strictest confidentiality at all times
- Complying with Pavilion Theatre's policies and practices on health and safety, and equal opportunities

# Candidate Requirements

## Essential

- Minimum of three years' experience in a busy finance department
- Qualified Accounting Technician or part-qualified Accountant, or a minimum of 5 years' experience will be accepted in lieu of a qualification.
- Experience of processing payroll and working knowledge of PAYE and payroll software
- Experience in generating VAT returns and working knowledge of relevant software.
- Experience in all aspects of financial and management reporting; producing monthly management accounts; liaising with the auditors on year-end statutory accounts; reporting to budget managers and reconciliation procedures.
- Proficient in the use of Microsoft Office, particularly Excel, Quickbooks, Sage and basic knowledge of Word and PowerPoint

## Personal Qualities

Successful applicants will be able to demonstrate the following qualities:

- Excellent communication skills
- An enthusiastic approach to work
- The ability to work in a constructive manner within a small team
- Natural problem solver
- Brilliant time management
- Natural aptitude for figures and attention to detail

# Terms and Conditions of Employment

## Key information about the position

- Full-time: 35 hours per week with the normal working day being 10am-6pm, or Part-time, subject to discussion
- Hybrid role, split between Pavilion Theatre, Dún Laoghaire and remote working. We have a flexible approach and the ideal candidate will share this flexibility

## How to Apply

### Applicants are invited to submit:

- A CV outlining relevant experience
- A cover letter outlining what skills and qualities you would bring to the role (2 pages max.)
- Names and positions of two referees relevant to your application

Applications should be submitted by email only (including "Finance Manager" in the subject line) to **[hugh@paviliontheatre.ie](mailto:hugh@paviliontheatre.ie)**

## Schedule

- Application closing date: 5pm on Friday 30 June 2023
- First Interviews will be held remotely in July 2023
- Intended start date: August/September 2023