

Pavilion Theatre, the Municipal Theatre for Dún Laoghaire-Rathdown, is now seeking applicants to join our team for the following position:

### **Finance & Administration Manager (Part-time)**

Reporting to the Director, The Finance & Administration 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 & Administration Manager. This is an excellent opportunity for an enthusiastic individual looking to take the next step or to consolidate their career in accounting and financial management.

The overall purpose of the role is to manage the financial operations of Pavilion Theatre.

The engagement of the Finance & Administration Manager on a part-time basis is reflective of the current situation. Should the Theatre return to normal activity, we would anticipate an increase in opportunities and welcome applications from candidates who can grow with the role.

### **Remuneration**

This is a part-time position. The role is open to applicants who are service providers and those who are interested in a half-time position as an Employee of Pavilion Theatre. The rate is €40,000 per annum pro-rata (€20,000 for an Employee at 21hours/2.5 days per week). Applications are welcome from freelance candidates interested in a contract for services, hourly/daily rate negotiable.

### **KEY RESPONSIBILITIES AND DUTIES**

The primary responsibilities of the Finance & Administration Manager are:

- Preparation and reporting of accurate and timely management accounts, the analysis of variances and financial reporting
- Maintaining all mechanisms of financial control, and ensuring adherence with the controls by all theatre staff
- Supporting the team and the Board in administrative functions

### **Financial Management**

- Provision of accurate, timely and informative financial information to the Director and Board
- Management of Purchase Orders, 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 and show settlements.
- Management of payroll including the processing of weekly and monthly payments
- Reconciliation and payment of Income Tax and pensions schemes as appropriate
- Preparation of cash flow reports
- Reconciling company bank accounts

- Preparation and processing of monthly creditors' reports including supplier statement reconciliations and investigation of anomalies
- Liaising with funders regarding grant payment and preparing financial information for grant applications

### **Support of the Board**

The Finance & Administration Manager will support the Board including the Company Secretary function by undertaking the following duties:

- Attendance at Board meetings and minute taking
- Circulating minutes to members of the Board as soon as possible after the meeting and maintaining an appropriate file
- Supporting the Director in preparation of relevant papers for the Board and ensuring timely circulation thereof
- Coordination of Board subcommittees 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
- Assisting in 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 of the Team**

- Undertaking other administrative duties as may be reasonably required and agreed with the Director
- Supporting the team of Pavilion Theatre in 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

### **ESSENTIAL CRITERIA**

- 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, and basic knowledge of Word and Power Point

### **DESIRABLE CRITERIA**

- Demonstrable interest in theatre and the arts
- Experience (professional or voluntary) in the arts and entertainment industry

## 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
- Good time management
- Natural aptitude for figures and attention to detail

This job description reflects the core duties and responsibilities of the post when advertised. As the theatre develops, there will inevitably be some changes to duties and responsibilities. We expect the successful applicant will recognise this and will adopt a flexible approach to work, which may include undertaking additional training.

## Application Procedure

Applications with cover letter should be submitted **by email** only to the Director at:

[hugh@paviliontheatre.ie](mailto:hugh@paviliontheatre.ie)

**by Friday 25 September at 12.00 noon**

Interviews will be held at Pavilion Theatre on **Thursday 1** and **Friday 2 October**. Should Covid-19 restrictions prohibit face to face meetings, alternative arrangements will be made which may include remote (Zoom) interviews. No correspondence can be entered into during the process of application or selection.

Pavilion Theatre is an Equal Opportunities Employer.

