

BOOKKEEPER JOB DESCRIPTION

Job Title: Bookkeeper
Reporting To: General Manager
Responsible For: Financial accounting

REMIT:

As Bookkeeper at Dublin Fringe Festival, you are a key member of our team. You support and work with the General Manager and other members of the wider festival team to ensure that financial stability and finance best practices are achieved. You will be responsible for payroll, VAT, and the annual audit of the organisation through an outside auditor. You'll do the job alongside of one of the most skilled, dynamic, supportive and hard-working teams in Ireland.

About Dublin Fringe Festival

Dublin Fringe Festival is home to bold ideas, brave performing arts and adventurous audiences. Fringe is a curated, multi-disciplinary festival and year-round organisation focusing on fresh and innovative approaches to the arts from Irish and international makers. The festival is where artists challenge, subvert and invigorate their disciplines and practice. Followed by fans and first timers alike, Fringe draws more than 30,000 spectators for 16 days and nights each September and transforms Dublin into an exposé of great creative talent from around the globe. Fringe is a platform for the best new, emerging Irish arts companies and a showcase for the finest international contemporary performing arts. For artists, Fringe facilitates opportunities to innovate, to cross boundaries and strengthen the conditions in which they work. For audiences, Fringe is the place to discover meaningful, exciting and unforgettable cultural experiences. Fringe celebrates its 25th edition in 2019. www.fringefest.com

JOB SPECIFICATION:

Accounting

- Use Sage accounting system to manage, process and pay supplier invoices
- Balance monthly reports and liaison with executive to ensure purchase invoices, bank statements, and deposits are in order
- Analysis of suspense or control account balances monthly
- Prepare reconciliation of key bank account balances
- Reconcile credit card billing and petty cash monthly with GM
- Manage, process and pay supplier invoices; manage, process and reconcile sales invoices, including annual Festival ticket sales
- Ensure cheque and electronic payment runs are prepared on a regular basis to meet the business needs.
- Prepare all VAT returns in a timely manner
- Prepare bank lodgements

Payroll

- Prepare and manage fortnightly payroll from 5 to 30 employees (depending on time of year) using Thesaurus.
- Process payroll journals and reports
- Prepare P30 and annual P35 filings

Audit

- Prepare annual reconciliations and accounts for audit – including box office reconciliations
- Work with the auditor to assist in executing the annual audit

Administrative

- Provide support to General Manager and Director in the delivery of weekly and monthly financial updates
- Other ad hoc accounting and office duties as arise

PERSON SPECIFICATION:

Essential

- Accounting Technician or similar qualified
- Minimum of four years in a similar role
- Self-starter and proactive in mindset
- Demonstrate a high level of discretion and ability to take on responsibility
- Approach to work which displays a culture of Involvement and teamwork
- Ability to concentrate in a lively open-office plan
- Proven ability in organising and prioritising workload
- Ability to work under pressure and meet deadlines
- Appreciates the importance of sensitivity when dealing with confidential information
- Accuracy and attention to detail are essential
- Excellent proficiency in IT Systems
- Previous experience of Sage 50 and Thesaurus payroll software
- General knowledge of VAT, GDPR and regulations
- Organised and adaptable with a flexible approach to work

Desirable

- Prior experience in a related field of the Arts/ Festivals.

Terms and conditions of employment

This is a part-time position for a freelance accounts professional of 8 hours per week however it is understood that at times you may be expected to work such hours as are necessary to support the workload in question. The position will include a 6-month probationary period.

Ideally the candidate would work a full day every Tuesday with additional days as needed.

HOW TO APPLY:

To apply for this position, please send a cover letter and CV in PDF format to recruit@fringefest.com

Closing date for applications is 5pm on Friday 26 April 2019. Only shortlisted applicants selected for interview will be contacted.

Interviews will take place on Tuesday 30 April 2019

Dublin Fringe Festival is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. People of colour, people with disabilities, members of the Traveller community, LGBTQ candidates and candidates of all gender identities are strongly encouraged to apply. Must have, or be willing to acquire, legal status to work in the Republic of Ireland.

www.fringefest.com