

Accounts Administrator (Part-time)

Mermaid Arts Centre is County Wicklow's creative powerhouse. We connect artists and communities across County Wicklow in sharing artistic experiences that spark curiosity, delight and debate, while fostering pride, pleasure and well-being.

We gather artists and audiences together to create, participate in and enjoy unforgettable artistic experiences. We provide an artist-led creative hub and artistic resource for artists and companies in County Wicklow, working in both professional and amateur contexts. We sustain the work of artists through employment opportunities, advocacy and practical supports for their creative development. We enrich the lives of all communities in County Wicklow through the creation, co-creation and presentation of a diverse programme of excellent contemporary arts experiences.

PERSON SPECIFICATION

The ideal candidate will have experience in bookkeeping and demonstrate a keen interest in accuracy and attention to detail. A prior knowledge of the arts sector and Arts Council reporting would be beneficial.

The ideal candidate will have:

- Proficiency in Microsoft Excel
- Proficiency in QuickBooks and Collsofe Payroll or other accountancy software
- Proficiency in Microsoft Office Suit
- Experience using Banking on line
- Experience with dealing with revenue returns
- Excellent attention to detail and accuracy
- Strong analytical and problem solving skills
- Ability to work on own initiative and prioritise tasks
- 5+ years' experience in bookkeeping
- Personal accountability, high level of integrity and ability to observe strictest confidentiality

DUTIES & RESPONSIBILITIES

Payroll

- Run payroll for all employees on a weekly basis including setting up of employees etc.
- Check for tax credit with revenue
- Report to revenue weekly employees deductions
- Post to Quickbooks and to relevant departments
- Set up payment with bank
- Revenue PAYE Monthly P30 – post deductions for each employee to relevant department
- Deal with all social welfare queries regarding employees
- Record hours for all casual employees to calculate holiday pay and bank holiday pay.
- Year end reporting to Revenue
- Keep a register of all employees

Box Office

- Box office daily reports to Quickbooks, posting all sales to relevant show
- Reconcile Box office global payments to bank statements
- Monthly accruals of box office income for forthcoming months
- Keep a check on bank statements for invoices paid (for invoices processed through TicketSolve)
- Check bank statements for Friends scheme standing orders and record
- Record all income from internet sales as taken from the bank statement and balanced with Global payments

Bank

- Prepare bank reconciliation statement on a monthly basis
- Enter in all accruals/prepayments

Creditors/Payments

- Process all invoices through Quickbooks
- Pay all invoices through banking on line – setting up with bank etc
- Record all invoices and payments to relevant shows/departments
- Post all payments requested by AD or GM to relevant grants/shows
- Post all credit card charges to Quickbooks and to relevant departments

Debtors

- Invoice as required corporate rentals/café rent and any other parties as directed by AD or GM.
- Ensure payments are received

Petty Cash

- Reconcile Petty cash on a monthly basis and post all expenditure to Quickbooks

Programme

- Make payments to incoming companies from settlement prepared with GM
- Settlements with artists for artwork sales and post to Quickbooks.

Board Meetings

- Bank position including creditors and debtors due
- P & L versus budget for each month
- P & L versus budget from beginning of year to relevant date
- P & L versus budget for the previous year

Other

- Input the prepared budget from AD & GM at the beginning of the year
- Ensure Tax Clearance documents are up to date
- Vat returns for cinema and foreign artists
- Corporation tax declaration
- Request grant from WCC on a monthly basis
- Process staff expenses and post to relevant departments
- Assist with audit

TERMS & CONDITIONS

Contract:	2 years (with 6-month probationary period) fixed-term, part-time contract.
Salary:	€31,000 to €34,000 (pro rata at 50% : €15,500 to €17,000 depending on experience)
Working hours:	20 hours per week (inclusive of breaks)
Pension:	There is no company pension at present, but the company will facilitate payments to selected pension plan. This policy is reviewed annually.
Holidays:	23 days (includes Good Friday and 24 December) plus public holidays.

Recruitment Process

Candidates should submit a short application that should include CV including two referees and cover letter outlining appropriate skills

These should be emailed to recruit@mermaidartscentre.ie with ACCOUNTS ADMINISTRATOR in the subject line. You must submit your application to recruit@mermaidartscentre.ie by 12pm on Friday 27th May 2022(*no late applications will be accepted in any circumstances*).

We particularly encourage applications from members of groups who are underrepresented in the cultural sector. Mermaid County Wicklow Arts Centre is an equal opportunities employer and welcomes applications from people of all genders, nationalities, races, cultural backgrounds, ages, religions, languages, different abilities, sexual orientations or socio-economic statuses. Mermaid is committed to equality and diversity in the workplace, and to supporting our team with ongoing career development opportunities.

If you have any access requirements or additional needs, please let us know and we will find a way to support and facilitate your application. We are committed to providing as much support as possible to individuals. Questions and concerns can be directed to Darren Coogan, GM@mermaidartscentre.ie.

All applicants will receive a response by 3rd June 2022 and shortlisted candidates will need to be available for interview on 15th June 2022, start date to be as soon as possible after the successful candidate is informed.

Mermaid is core funded by Wicklow County Council and the Arts Council / An Chomhairle Ealaíon.