

Finance Assistant (Part – Qualified)

The National Gallery of Ireland ('the Gallery') is Ireland's major national cultural institution devoted to the collection and care of fine art. Comprising some 16,000 paintings, drawings, watercolours, miniatures, prints, sculpture and decorative arts, the institution's extensive holdings include masterpieces by many of the most celebrated figures in the history of western European art. In addition, the Gallery houses the most representative collection of historic Irish art. The Friends of the National Gallery of Ireland, which is limited by guarantee, was established to support the activities of the Gallery by recruiting members to encourage an appreciation of painting, sculpture and architecture. It is a self-funding organisation with charitable status committed to promoting the Gallery and its collections and to expanding awareness and appreciation of the visual arts through a range of educational and social events. Members play an important role in supporting the Gallery in various aspects of its work and can avail of a number of benefits related to membership.

The Friends of the National Gallery of Ireland organisation wishes to recruit a Finance Assistant (Part-Qualified). Reporting to the Manager of Friends of the National Gallery and working closely with the Gallery Finance department, the successful candidate will:

- Prepare the monthly Management Accounts to Income & Expenditure and Balance Sheet level
- Draft monthly bank reconciliations of balance sheets
- Process all Purchase Orders
- Co-ordinate the membership renewal process
- Reconcile the daily receipts for memberships and events
- Manage the supplier invoices and process supplier payments
- Prepare the Annual Budgets
- Monitor and report on variances
- Process bank and cash reconciliations
- Finance reporting on events for Friends
- Complete other administration and ad-hoc duties appropriate to the organisation

The successful candidate will have:

- A part-qualified accountant (ACA, ACCA, CIMA) or Qualified Accounting Technician (ATI) qualification
- Practical working knowledge of Financial Management Systems and will be proficient in MS Office Suite, especially MS Excel
- Exceptional accuracy and attention to detail coupled with a methodical and organised approach to record keeping
- Strong interpersonal skills and excellent verbal and written communication skills
- An adaptable and flexible attitude to work together with an ability to work under pressure and reprioritise workload in order to meet deadlines
- A proven ability to work on own initiative and as part of a team with minimal supervision
- A positive, proactive approach to working in Friends, a membership organisation
- Previous experience in a similar environment would be an advantage

Note: This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The job description is subject to review in the light of new structures and/or the changing needs of the Gallery.

Salary: €37,000 per annum pro rata

Hours of work: 25 hours per week over 5 days

Duration: 1 year fixed-term contract

Closing date for receipt of applications: 4pm on Monday 27th November 2017

Interview dates: Interviews will commence the week of 11th December 2017

How to apply: Interested applicants should send a cover letter and curriculum vitae (in MS Word only) in strictest confidence to the Ms Michelle Serviss, HR Partner, National Gallery of Ireland, Merrion Square West, Dublin 2 or alternatively via email to jobopportunities@ngi.ie. References (contact details) must be available upon request. Please state **Finance Assistant (Part - Qualified) - Friends of National Gallery of Ireland** on application.

The National Gallery of Ireland is an equal opportunities employer.