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## Siamsa Tíre, The National Folk Theatre of Ireland Finance and Operations Manager Recruitment Pack

- Contract:** Three-year fixed term contract of employment.
- Pay:** Range €45,000 - €55,000 p/a
- Hours:** Full time 40-hour week. In the case of experienced candidates, the company may consider requests for shorter hours on pro rata pay subject to satisfactory completion of 9 months' probation on full time hours. Working hours may occasionally vary according to the operational needs of the business. Some flexibility on hours is a requirement of the role.
- Line Management:** Reporting to the Executive Director, the appointee will line-manage a team of part time, full time and casual staff and may work with volunteers, and work experience students from time to time.

### Finance and Operations Manager Job Description

The Finance and Operations Manager is responsible for ensuring the effective and efficient running of the financial, administrative, and operational functions of the organisation.

The Finance and Operations Manager leads, develops, and supervises an internal financial, human resources, and operations team to support the following areas: finance, business planning and budgeting, administration and human resources management, security, and IT.

Reporting to the Executive Director, this is a senior role within a busy team, requiring both team and functional supervision across the organisation with budget holders in Administration, Marketing, Hospitality, Building Facilities, Technical, Artistic Programming, and in-house Productions as well as external liaison with our programme partners and service providers.

The Finance and Operations Manager holds the following principal duties and responsibilities:

#### 1. Business Planning:

- In conjunction with the Executive Director, undertake regular analysis of business performance and scenario planning to develop realistic, evidence-based revenue targets and financial forecasting, multi-year business modelling and liquidity analysis.
- In conjunction with the Executive Director, identify and closely monitor Key Performance Indicators to track progress and provide early warnings on any deviation from business targets.
- Where deviations from target occur, liaise closely with budget holders to examine options, scenario plan and propose recommendations to take corrective action.

#### 2. Grants:

- Support the Executive Director and departmental budget holders in the preparation of budgets for funding applications from private and public sector as required.
- Ensure grants are allocated appropriately, spend is identified and grant administration is tracked accurately.
- Prepare timely financial reports in compliance with funder reporting requirements.

#### 3. Budgeting:

- In conjunction with the Executive Director, prepare and manage the company's annual budget.

- Support budget holders in the preparation of budgets for their respective cost centres in line with the annual budget.
- Support budget holders in monitoring regular contracts for costs savings and identifying potential alternative suppliers offering better value for money.
- Maintain and communicate the accurate financial position on budget performance and projections on a monthly basis.
- Monitor actual spend against budget on an ongoing basis, alert budget holders to any divergences from budget, revise financial projections accordingly and update all budget holders on revised budget positions on a monthly basis.

#### 4. Procurement:

- Oversee budget holder's compliance with the company's procurement policies and purchase order systems.

#### 5. Compliance:

- Maintain the company's compliance calendar to ensure policies, procedures, protocols and statutory provisions are reviewed and updated appropriately.
- Maintain clear and orderly records, systems, and audit trails to ensure transparent and documented compliance with relevant legislation for company, employment, health & safety, child protection, insurance, licencing, tax, financial and charity regulations and audit requirements.
- Abide by, support, implement, develop and continuously improve internal procedures, controls and oversight.
- Ensure compliance across the organisation with the company's documented Financial Policies, Procedures and Controls. Propose and implement any necessary changes to these controls procedures as may be required from time to time.
- In conjunction with relevant staff, adhere to, monitor, and (where agreed necessary) develop and update the venue's Standard Operating Procedures (SOPs) and any other training and monitoring material as required.
- Ensure business contracts and insurance meet requirements and are issued in a timely and appropriate manner.
- Ensure compliance with funder's financial requirements for core or project funded programmes.
- Ensure compliance with statutory return obligations including Revenue Commissioners, IMRO, and Charities Regulatory Authority.
- Ensure the company's books of accounts are maintained to an exacting standard to ensure smooth preparation of the year-end audit file with all Profit and Loss and Balance Sheets items reconciled including fixed asset schedule, stocktake, amortisation of grants, analysis of debtors and prepayments, creditors and accruals.

#### 6. Reporting:

- Oversee preparation of accurate monthly management accounts and compliance reports including:
  1. Notes on the financial position and top-level items to note,
  2. Actual P&L performance to date set out in comparison to the approved annual budget, with explanations for variance from budget (+/-8%),
  3. P&L trend analysis of performance against previous years' averages by period to date and projected closing position,
  4. Cash flow statement and updated forecast,
  5. Bank account position,
  6. Balance Sheet,
  7. Management accounts workings:
    - a. Reconciliations of all bank, merchant and petty cash accounts,

- b. Petty cash logbook,
  - c. Creditors & Accruals Lead Schedule,
  - d. Debtors Lead Schedule,
  - e. Grant amortization and capitalization schedule,
  - f. Debtors ledger,
  - g. Creditors ledger (including customer and client liabilities),
  - h. Purchase order accruals and other monthly nominal journals,
  - i. Staff and Board expenses,
  - j. Rosters, timesheets and payroll analysis,
8. Monthly Compliance Reports:
- a. Staff leave register,
  - b. Staff TOIL register,
  - c. Discounts and refunds applied within the period,
  - d. Events and activity records,
  - e. Benefit in Kind Register.
- Prepare Board reports on a quarterly basis or as required with narrative and chart overviews to give snapshot understanding of financial position, historical comparisons, and fluctuations.
  - Oversee preparation of any other period performance comparison reports for the Executive Director as required.
  - Oversee preparation of any other financial reports as required by budget holders, insurers, partner agencies or funders.

## 7. HR & Staff management:

- In consultation with the Executive Director and the company's external HR advisors, oversee the administration of the company's HR function, including recruitment and induction of new staff; maintenance of appropriate records; payroll administration; HR reviews and audits; development and maintenance of performance evaluation processes; salary scales, merit promotions, investigation of grievances and administration of disciplinary actions.
- Line-manage the finance and operations team (currently comprising of four part-time and one full time staff member who supervise a team of casual operations staff), ensuring adherence to policies set out in SOPs, the Employee Handbook or other staff policies and manage performance within the company's employee performance management system.
- Oversee the work of any other staff who may be assigned to duties involving finance, operations, building maintenance, cleaning or caretaking from time to time.
- Ensure rosters for operational staff are prepared in line with budgets, review and verify actual attendance timesheets against rosters and address any discrepancies within the company's employee performance management system.

## 8. External liaison:

- Liaise with the company auditor as required.
- Liaise with suppliers and clients as required.
- Liaise and negotiate with banking providers on service or overdraft terms and conditions.
- Liaise with Revenue Commissioners on company returns and tax obligations.
- Liaise with funders to provide financial information or reports as required and submit requests for drawdown of grant funding.

## 9. Other Duties and Obligations:

- Adhere to policies and procedures as set out in the employee handbook or other such staff circulars.
- Act as an ambassador and advocate in representing the company.

- Adhere to procedures relating to the proper use and care of information, equipment and materials for which the role has responsibility.
- Participate in training and development programmes/courses to maintain and improve performance and to assist in identifying self-training and support needs.
- Participate and work within a performance management development system.
- Undertake any other duty as may be required and set from time to time by the Executive Director.

## Candidate Skills and Attributes:

### Essential:

- Previous professional experience in a similar role.
- Senior management experience of managing teams.
- Nationally recognised qualification in book-keeping, accounting, or finance.
- Professional experience using financial software for accounts payable and receivable, balance sheet, P&L and financial reporting.
- Excellent analytical skills with the ability to examine data, identify trends and extrapolate insights from financial information.
- Advanced MS Excel skills.
- Trustworthy, with strong personal ethics and a proven ability to appropriately manage confidential data.
- High level of accuracy and acute attention to detail.
- Self-motivated with a high degree of initiative to troubleshoot and implement solutions.
- Reliable with proven ability to multitask and manage time effectively to meet deadlines and reporting obligations.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills. Flexibility and congeniality in a team environment.
- Demonstrated capacity to build effective relationships within and outside organizations including liaising with Auditors and Government agencies.

### Desirable:

- Demonstrated understanding of company law, employment law and charity law.
- 3+ years professional experience in similar role.
- Professional experience with Sage 50 Accounts Professional.
- Professional experience with Sage Micropay.
- Accountancy qualification from CAI, CIMA, ACCA or CPA.
- Experience with Microsoft Office 365 cloud computing.
- Ability to negotiate effectively.

## Contract Terms Offered:

This is a three year contract of employment. Salary range is €45 – 55k p/a. A probationary period will apply. The company facilitates flexi-time working for back-office work and is currently facilitating fully remote working for staff where possible to protect against the spread of COVID-19. The position will be subject to reference checks and may be subject to Garda vetting.

## Recruitment Process:

Candidates will be assessed and scored against the requirements of the role as described and against the skills and attributes sought for the role. Candidates should therefore ensure that the information provided in their applications clearly demonstrates their suitability against the requirements.

Within four weeks of the closing date for applications, shortlisted candidates will be invited to interview and candidates who have not been selected for interview will be informed that they were not selected. A second interview may be scheduled in the case of close scoring of two or more candidates.

Expenses for attendance to first interviews will not be covered. Reasonable expenses for attendance to second interviews may be covered with prior agreement.

Before the company considers making an employment offer to an applicant, we will require the contact details of two referees including both phone and email addresses. These can be provided by you upfront on your original application or, if you prefer, requested from you after your interview. These referees must be able to vouch and account for your professional expertise and experience specifically as it relates to the role that you have applied for. The referees will also be asked questions relating to your trustworthiness, reliability, and character.

The company reserves the right to form a panel of qualified candidates or not to appoint to the role from the applications received.

## Applications:

The deadline for applications is **12 noon on Monday 10<sup>th</sup> May 2021.**

Applications should be emailed to: [admin@siamsatire.com](mailto:admin@siamsatire.com). Hard copy materials and applications will **not** be accepted.

Applicants must send an email with the words ***Finance & Operations Manager*** in the subject line of the email and must attach:

- a) a cover letter which gives an insight into your experience to date and approach to your work.
- b) a CV which clearly demonstrates how your qualifications and professional experience meets the job and skills requirements.

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An Roinn Cultúir,  
Oidhreacht agus Gaeltachta  
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