



An Taibhdhearc
Amharclann Náisiúnta na Gaeilge
National Irish Language Theatre

Cuntasóir/Bainisteoir Airgeadais

Is í *An Taibhdhearc* Amharclann Náisiúnta na Gaeilge. Cruthaíonn muid, cuireann muid i láthair, agus tacaíonn muid leis na taibhealaíona, a chuimsíonn an nnuálaíocht agus an ilghnéitheacht. Déanann muid é seo le agus ar son ealaíontóirí agus pobal na Gaeilge ar fud na tíre agus ar fud an domhain. Tá an eagraíocht lonnaithe i bhfoirgneamh stairúil i lár Chathair na Gaillimhe leis na háiseana seo a leanas ann: Amharclann le 147 suíochán, spás stiúideo do chruinnithe agus don chleachtadh, oifigí chomh maith le caifé/beár ann d'imeachtaí agus d'ócáidí.

Tá *An Taibhdhearc* ag earcú Bainisteoir Airgeadais i ról páirt-aimseartha. Tá duine uainn d'ardfhuinneamh atá féinspreagtha le bheith mar dhuine lárnach inár struchtúr nua eagraíochtúil. Ba bhall ríthábhachtach den fhoireann airgeadais é/í agus beidh an té a cheapfar freagrach go díreach don Stiúrthóir Feidhmiúcháin agus don Stiúrthóir Ealaíne. Tacaíonn an Bainisteoir Airgeadais le léiritheoirí agus bainisteoirí ábhartha eile agus beidh an té a cheapfar freagrach as bainistiú laethúil airgeadais a shocrú agus a chinntiú don eagraíocht, i gcomhpháirt leis an Stiúrthóir Feidhmiúcháin.

Tá ár gcuid oibre á treorú ag príomhbheartais agus pleananna na Taibhdheirce lena n-áirítear, ach gan a bheith teoranta le: Plean Straitéiseach Síolta, Treoirínte Ioncaim, ceanglais mhaoinithe na Roinne Turasóireachta, Cultúir, Ealaíon, Gaeltachta, Spóirt agus Meáin, cloí le Cód Rialachais na gCarthanachtaí, agus spriocanna ábhartha eile atá laistigh de réimse feidhme na heagraíochta mar Amharclann Náisiúnta na Gaeilge.

Post: Cuntasóir/Bainisteoir Airgeadais

Déanann an Bainisteoir Airgeadais tuairisciú ar ais don Stiúrthóir Feidhmiúcháin/Comh-Príomhfheidhmeannach agus oibríonn sé/sí go dlúth leis chun slánaíocht na heagraíochta a chinntiú. Tugann an cur síos thíos sonraí breise ar príomhréimsí an ról agus na cúraimí a bhaineann leis. Ó am go chéile, féadfaidh cúraimí ábhartha eile a bheith ann de réir mar a iarrann an Stiúrthóir Feidhmiúcháin/Comh-Príomhfheidhmeannach agus an bord.

Is ról é seo a éilíonn ardleibhéal saineolais le Microsoft Excel, bogearraí cuntasáíochta agus bogearraí párolla. Beidh freagracht agat as ranna éagsúla, agus beidh tascanna éagsúla san áireamh; cuntas bainistíochta a ullmhú le hathbhreithniú agus cur i láthair a dhéanamh air don bhainistíocht feidhmiúcháin agus don Bhord Bainistíochta, chomh



An Taibhdhearc

Amharclann Náisiúnta na Gaeilge
National Irish Language Theatre

maith le cúraimí éagsúla eile airgeadais éagsúla. Tacaíonn Leabharchoimeadaí páirtaimseartha leis an ról seo agus le feidhmeanna áirithe a bhaineann leis, lena n-áirítear párolla.

Príomhdhualgais:

Beidh an té a cheapfar freagrach as an obair seo a leanas chomh maith le cúraimí ábhartha eile:

- Tuairisiú, rialú airgeadais agus riaradh baincéireachta ar son na Taibhdheirce ag tuairisciú do na Comh Phríomhfheidhmeannaigh, an Bord agus a ngeallshealbhóirí.
- Cuntais bhainistíochta a tháirgeadh le cur i láthair don Feidhmeannas agus don bhord (Ráitis P&L, Bileoga Comhardaithe, Baincéireacht, Buiséid, féichiúnaithe, Creidiúnaithe, cuntas I&C srl.)
- Tuarascálacha ráithiúla agus bliantúla airgeadais a tháirgeadh do pháirtithe leasmhara agus eagraíochtaí maoinithe éagsúla leis an Stiúrthóir Feidhmiúcháin.
- Plean forbartha a chur le chéile chun (a) maoiniú neamhshrianta a fháil agus (b) Cúlchiste a fhorbairt don eagraíocht.
- Comhordú leis an leabharchoimeadaí le cinntiú go bhfuil iontráil sonraí thar na réimsí gníomhaíochtaí laethúla airgeadais ar taifead. San áireamh anseo, tá réitiú dialanna míosúla cruinn ar Xero i leith loncaim agus caiteachas le híocaíochtaí párolla agus le soláthróirí carntha.
- Athmheastóireacht mhíosúil bainc ar chuntais bainc.
- Postáil stoc agus athmheastóireachtaí bileoga comhardaithe lena n-áirítear idirbhearta idirchomhlachtaí.
- Cuidiú le forbairt iarratais ar dheontais, ag cinntiú go bhfuil tograí slán ó thaobh airgeadais de agus ag teacht leis an gcomhaontú a rinne mar a chomhaontaigh na Comh-Phríomhfheidhmeannaigh agus Bord na Taibhdheirce.
- Amchlár tuairiscithe airgeadais a bhainistiú le haghaidh deontas agus dámhachtainí.
- Cuidiú le buiséad, tuarascálacha airgeadais, agus tuarascálacha ioncaim/caiteachais do thacaíocht iarratas maoinithe.
- Tuairisciú ad hoc agus déileáil le fiosrúcháin ó fhoirne táirgthe agus tógála.
- Bainistiú agus maoirseacht a dhéanamh ar Phárolla na heagraíochta, lena n-áirítear córas ranníocaíochtaí pinsin leis an Stiúrthóir Feidhmiúcháin.
- Bainistiú agus maoirseacht a dhéanamh ar shocrúcháin airgeadais le soláthróirí don Ionad, leis an bhfoireann léiriúcháin



An Taibhdhearc

Amharclann Náisiúnta na Gaeilge
National Irish Language Theatre

- Maoirseacht agus smacht ar stoic agus láimhdeachas le hairgead tirim ón mbeár.
- Ullmhú dúillíni Pá
- Comhoibriú le hiniúcháirí.
- Comhordnú agus cinntiú go bhfuil cúrsaí cánach i gceart leis na Coimisinéirí Ioncaim.
- Eolas oibre ar bhogearraí airgeadais cosúil le collsoft, Xero agus fiosrúcháin/coigeartuithe i gcomhréir le treoirlínte agus reachtaíocht fostaíochta.
- Tacaíocht a sholáthar d'fhoireann shinsearach agus aird ar leith á tabhairt ar a dtuairiscí ainmnithe agus páipéarachas riachtanach.
- Comhlíonadh tráthúil a chinntiú leis na ceanglais OCC agus an Rialálaí Carthanas i gcomhar leis an Stiúrthóir Feidhmiúcháin agus leis an mBord.
- Cabhrú leis an bhFo-Choiste Airgeadais, Iniúchta agus Riosca, freastal ar chruinnithe agus tuairisciú de réir mar is gá.

Taithí & Cáilíochtaí:

- Ar a laghad 3-5 bliana de thaithí i mbainistíocht airgeadais nó i ról comhchosúil. Is buntáiste a bheadh ann taithí a bheith ag an iarrthóir a bheith ag obair trí Ghaeilge san Earnáil cruthaitheach (Amharclannaíocht sa chás seo) chomh maith le taithí ar oibríochtaí airgeadais le carthanacht.
- Cáilíocht ábhartha i gcuntasaíocht, m.sh. ACA, ACCA, CIMA nó a chomhionann
- Tuiscint iomlán agus eolas den scoth ar Bhogearraí Párolla agus Cuntasaíochta Xero agus quickbooks nó a macasamhail.
- Eolas den scoth ar Microsoft, go háirithe Excel.
- Taithí i bpróiseáil párolla agus comhlíonadh rialacháin cánach na hÉireann agus riachtanais reachtúla tuairiscithe.
- Ardcaighdeán Gaeilge idir scríofa agus labhartha nó ábáltacht feidhmiú trí Ghaeilge agus a bheith toilteanach dul i bhfeabhas.
- Scileanna láidre agus soiléire cumarsáide chun gach tasc agus sonraí a chur in iúl go hiomlán agus an fhaisnéis sin a chur ar ais chuig na maoinitheoirí agus na páirtithe leasmhara éagsúla.
- Taithí ar chaidreamh a chothú agus a choinneáil le páirtithe leasmhara agus maoinitheoirí.
- Dearcadh dearfach agus an cumas roinnt tascanna a dhéanamh.
- Scileanna den scoth in am-bhainistíocht: ag eagrú agus ag tabhairt tús áite do lucht oibre le cinntiú go gcríochnaítear na cúraimí go léir laistigh de na spriocdhátaí comhaontaithe.



An Taibhdhearc

Amharclann Náisiúnta na Gaeilge
National Irish Language Theatre

- Imreoir foirne; solúbtha i leith riachtanas gnó agus an cumas “dul isteach” nuair is gá.
- Aire mhór ar shonraí agus ardchaighdeán oibre, ag tabhairt aire le cruinneas i dtuairisciú a chinntiú.
- Ní mór discréd agus bá a thaispeáint i gcónaí le faisnéis rúnda.

Téarmaí Fostaíochta:

Tuarastal: €80,000 *pro rata*. Is 3 lá in aghaidh na seachtaine a bheas leis an bpost páirtaimseartha seo.

- Uaireanta: 9rn go 5in, idir an Luan agus an Aoine. *Tá an Stiúrthóir Feidhmiúcháin sásta socrú solúbtha oibre a aontú leis an iarrthóir roghnaithe ar an gcoinníoll go gclúdaítear tréimhsí tábhachtacha (m.sh. iniúchadh) go cuimsitheach.*
- Saoire: 21 lá *pro rata* sa bhliain, chomh maith le laethanta saoire poiblí.
- Tréimhse Phromhaidh: 6 mhí.
- Pinsean: Ranníocaíocht fostóra suas go 5% ag brath ar ionchur an fhostaí.
- Láthair oibre: An Taibhdhearc, 19 An tSráid Láir, Gaillimh, le socraithe cianoibre indéanta.
- Dáta Tosaithe: Dáta le n-aontú leis an mBainisteoir Airgeadais a bheas fostaithe.

Táthar ag súil go gcomhlíonfaidh gach ball foirne oiliúint Sábháilte Um Chruthú, Rochtain Míchumais, LADTA+, agus Oiliúint Tús Áite do Leanaí. Spreagann muid gach duine le bheith gníomhach i saol na n-ealaíon san eagraíocht.

Comhionannas agus Cuimsiú:

Tá An Taibhdhearc tiomanta d’áit éagsúil agus chuimsitheach oibre a chruthú. Cuireann muid fáilte ar leith roimh iarratais ó dhaoine atá tearcionadaithe, lena n-áirítear daoine de dhath, ó thaobh eitneachais de, daoine faoi mhíchumas, baill den Lucht Siúil, agus an pobal LADTA+. Cuir in iúl dúinn faoi aon riachtanas rochtana a bhféadfadh muid freastal orthu chun páirt iomlán a ghlacadh sa phróiseas earcaíochta.

Tá An Taibhdhearc tiomanta do dheiseanna comhionannais agus tá sí ag déanamh iarracht gníomhú ar son an chomhionannais, na cothromaíochta agus na hionadaíochta sna healaíona.

Má tá comhrá neamhfhoirmiúil uait faoin ról, déan teagmháil leis an Stiúrthóir Feidhmiúcháin ag b.oflatharta@antaibhdhearc.ie chun am feiliúnach a shocrú. Ba bhreá linn cloisteáil uait.



An Taibhdhearc

Amharclann Náisiúnta na Gaeilge
National Irish Language Theatre

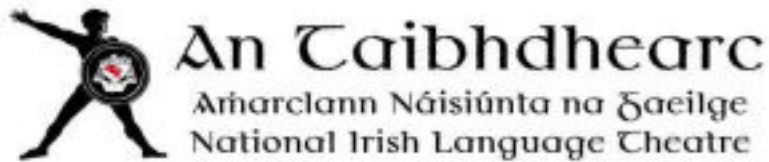
Iarratas a dhéanamh:

Chun iarratas a dhéanamh seol do CV agus litir chumhdaigh (uasmhéid 2 leathanach) ag tabhairt léargas ar an gcaoi go dtagann do scileanna agus do thaithí le riachtanais an róil seo chuig;

b.oflatharta@antaibhdhearc.ie leis an gceannlíne "Iarratas ar phost an Bhainisteoir Airgeadais"

Spriocdháta: Dé Céadaoin, 30 Aibreán ag a 5i.n. Beidh agallaimh á reáchtáil ar an 6ú Bealtaine 2025. Is féidir freastal ar an agallamh go pearsanta (i nGaillimh) nó go cianda, ar Zoom.

D'fhéadfadh go mbeadh babhta eile d'agallaimh de dhíth. Má tharlaíonn sé seo, beidh na hagallaimh sin ar siúl an tseachtain 12-16 Bealtaine 2025.



Financial Manager/Accountant

An Taibhdhearc is the National Irish Language Theatre. We create, present and support the performing arts, including those of innovation and variety. We do this with and for artists and the Irish Language community across the country and around the world. The organisation is located in a historic building in the centre of Galway City with the following amenities: a theatre with a capacity of 147 seats, a studio space for meetings and rehearsals, offices as well as a café/bar for events and occasions.

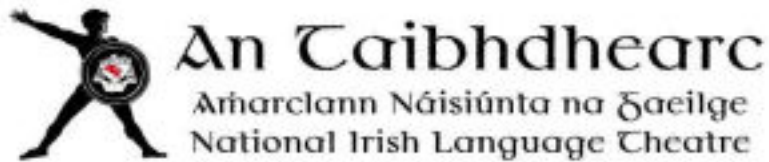
An Taibhdhearc is hiring a Finance Manager in a part-time role. We are looking for an energetic, motivated person to be a central part of our new organisational structure. He/she would be a central member of the finance team and the appointee would report directly to the Executive Director and the Artistic Director. The Finance Manager supports producers and other relevant managers and the appointee will be responsible for organising and ensuring the daily management of finances for the organisation, working closely with the Executive Director.

Our work is steered by the main policies and plans of *An Taibhdhearc*, including but not limited to: the Síolta Strategic Plan, Income Guidelines, funding requirement of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, adherence to the Charities' Governance Code, and other relevant aims within the varied work of the organisation as National Irish Language Theatre.

Post: Finance Manager/Accountant

The Finance Manager reports back to the Executive Director/Co-CEO and he/she works enthusiastically to ensure the organisation's indemnity. The below description outlines added details of the main facets of the role and the duties involved. From time to time, other relevant duties could arise at request from the Executive Director/Co-CEO and the bord.

This is a role that demands a high-level expertise in Microsoft Excel, accountancy software and payroll software. You will be responsible for various departments, including various tasks; preparation of management accounts to be reviewed and presented to the Executive and Management Board, as well as other relevant finance duties. A part-time book-keeper assists with this role and with the various work that is involved, including payroll.



Main duties:

The appointee will be responsible for the following work as well as other relevant duties:

- Report, govern finances and govern banking on behalf of *an Taibhdhearc*, reporting to the Co-CEO's, the Board and their stakeholders.
- Provide management accounts to present to the Executive and to the Board (Profit and Loss statements, Balance Sheets, Banking, Budget, Debit, Creditor, I&E accounts etc)
- Provide quarterly and annual finance reports to stakeholders and funding organisations with the Executive Director.
- Create and execute a development plan to (a) increase unrestricted funds and (b) develop a reserve for the organisation.
- Coordinate with the book-keeper to ensure that there is an account kept of data entry across the variety of daily financial activities. Included is the preparation of an accurate monthly diary on Xero for income and expenditure with payroll payments and accumulated suppliers.
- Monthly bank reconciliation on bank accounts.
- Post stock and co-ordinated reconciliation sheets including transactions between businesses.
- Help with the development of grant applications, ensuring that projects are financially secure and in aligning with agreements made between the Co-Executives and the Board.
- Manage a financial report timetable for grants and awards.
- Help with budget, financial reports and income/expenditure reports to support funding applications.
- Ad hoc reports as well as dealing with enquiries from suppliers and construction teams.
- Manage and oversee the organisation's payroll, including pension contributions with the Executive Director.
- Manage and oversee the financial arrangements with service providers for the Venue, working with the production team.
- Oversee and keep control of stock and transactions from purchasing and sales in the Caife/bar.
- Prepare payslips.
- Work alongside auditors.
- Co-ordinate and ensure that tax affairs are in order with the Income Commissioners.
- Working knowledge on financial software such as collsoft and Xero.

- Ensure that the financials are consistent with employment guidelines and legislation.
- Provide support to the senior team and pay specific attention to their designated reports and essential paperwork.
- Ensure prompt fulfilment of the CRO and Charity Regulator requirements working with the Executive Director and the Board.
- Support work with the Financial, Audit and Risk Subcommittee, attend meetings and report as needed.

Experience & Qualifications:

- At least 3-5 years experience in finance management or a similar role. Working through Irish in the Creative Sector (Theatre in this case) would be of advantage as well as experience on financial work with a charity.
- Adequate qualification in accountancy, i.e. ACA, ACCA, CIMA or equivalent.
- Full understanding and exceptional knowledge on Payroll and Accountancy Software such as Xero and Quickbooks or similar.
- Exceptional knowledge of Microsoft, especially Excel.
- Experience in payroll processing and fulfilling statutory reporting requirements under the taxation law and regulations of Ireland.
- A high standard of written and spoken Irish or an ability to work through Irish and be happy to improve.
- Strong and clear communication skills to explain every task and detail fully and to give that communication back to funders and the various stakeholders.
- Experience in nurturing and maintaining relationships with stakeholders and funders. Positive attitude and an ability to tackle a variety of tasks.
- Excellent time management skills: organising and prioritising workers to ensure that all tasks are completed with agreed deadlines.
- Team player: flexible in terms of the business needs and the ability to “Dive in” when needed.”
- Great care for detail and a high-standard of work, with accuracy in reporting.
- Discretion and empathy should be shown with classified information.

Employment Terms:

Salary: €80,000 *pro rata*. This part-time job will involve 3 days of work per week.

Hours: 9am to 5pm, between Monday and Friday. *The Executive Director is happy to arrange flexible working hour with successful applicant on the condition that important periods (audits) are well-covered.*

- Holidays: 21 days *pro rata* annually, as well as public holidays.
- Probation Period: 6 months. Pension: Employer participation up to 5% depending on the employee's contribution.
- Workplaces: An Taibhdhearc, 19 Middle Street, Galway, with possibilities for remote work.
- Start Date: Date to be arranged with the appointed Finance Manager.

It is expected that every staff member completes Safety training in Creation, Disability Accessibility, LADTA+ and Priority Training for Children. We encourage all to be active in the life of the arts in the organisation.

Equality and Inclusion:

An Taibhdhearc is dedicated to creating a varied and inclusive workplace. We especially welcome applications from people who are under-represented, including people of colour and ethnicity, people with disabilities, members of the Travelling community, and the LGBTQ+ community. Let us know of any accessibility needs on which we can attend in order to engage fully in the employment process.

An Taibhdhearc is dedicated to creating equal opportunities and is making an effort to working in favour of equality, parity and representation in the arts.

If you would be interested in an informal discussion about the role, contact the Executive Director, b.oflatharta@antaibhdhearc.ie to arrange a suitable time. We would love to hear from you.

How to Apply:

To apply send your CV and cover letter (2 pages maximum), displaying how your skills and experience fulfill the role requirements to:

b.oflatharta@antaibhdhearc.ie with the subject as "Iarratas ar phost an Bhainisteoir Airgeadais"

Deadline: Wednesday 30th of April at 5pm. Interviews will be held the week of the 6th of May 2025. The interviews can be attended in person (in Galway) or remotely, on Zoom.

Another round of interviews may be needed. If so, those interviews will be held the week of 12th-16th of May 2025.