



An Taibhdhearc

Amharclann Náisiúnta na Gaeilge
National Irish Language Theatre

Leabharchoimeádaí

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 stiúideó do chruinnithe agus don chleachtadh, oifigí chomh maith le caifé/beár ann d'imeachtaí agus d'ócáidí.

Tá *An Taibhdhearc* ag earcú Leabharchoimeádaí i ról páirt-aimseartha. Tá duine uainn d'ardfhuinneamh atá féinspreagtha le bheith mar chuid dár bhfoireann airgeadais. Beidh an té a cheapfar freagrach go díreach do na ComhPhríomhfheidhmeannaigh; an Stiúrthóir Feidhmiúcháin agus an Stiúrthóir Ealaíne agus don Bainisteoir Airgeadais. Tacaíonn an fhoireann airgeadais leis an tlonad agus an Clár Ealaíne a chur chun cinn ina n-áirítear léiritheoirí agus bainisteoirí ábhartha eile agus beidh an té a cheapfar freagrach as riaracháin airgeadais.

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 gCartanachtaí, agus spriocanna ábhartha eile atá laistigh de réimse feidhme na heagraíochta mar Amharclann Náisiúnta na Gaeilge.

Príomhdhualgais:

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

- Tacú le riachtanaisí laethúla airgeadais agus riaracháin airgeadais ceangailte leis an tlonad agus an Clár Ealaíne
- Taifead ar hidirbhearta airgeadais leis An Taibhdhearc a choinneáil agus a eagrú, ag cinntiú go bhfuil na taifid airgeadais cruinn agus cothrom le dáta. Eolas agus sonraí a sholáthar le tuairiscithe airgeadais agus cinnteoireachta.
- Taifead airgeadais a riaradh agus iontráil sonraí go rialta ar an gcóras Xero.
- Párolla a phróiseáil, lena n-áirítear ríomh tuarastail, asbhaintí agus íocaíochtaí reachtúla.
- Sonrascanna, íocaíochtaí agus comharduithe bainc a phróiseáil.
- Próiseáil agus iontráil sonraí maidir le díolacháin ticéid agus beár ina n-áirítear láimhdeachas le hairgead tirim ón mbeár.
- Lóisteáil airgead tirim.
- Socrú suas próiseáil cuntaisí d'íocaíthe ar an gcóras baincéireacht ar líne
- Bainistiú a dhéanamh ar chuntais iníoctha agus inmhuirir.



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- Tacú leis an bhfoireann airgeadais le tuairisciú míosúil agus bliantúil.
- Comharduithe bainc agus cártaí creidmheasa na cuideachta a reitiú agus a dheimhniú.
- Tacú le buiséadú agus réamh-mheastóireacht airgeadais.
- A chinntiú go gcomhlíontar beartais, nósanna imeachta agus rialacháin airgeadais.
- Teagmháil a dhéanamh le cuntasóirí agus iniúchóirí seachtracha más gá.
- Cúraimí riaracháin ghinearálta a bhaineann le hairgeadas a chomhlíonadh.
- Cúraimí breise riaracháin de réir mar is gá

Taithí, Scileanna agus Cáilíochtaí:

Taithí & Cáilíochtaí:

- 3–5 bliana de thaithí i leabharchoimeád, cuntasaíocht, nó ról comhchosúil.
- Cáilíocht ábhartha i leabharchoimeád/cuntasaíocht (m.sh. IATI, AAT, nó a chomhionann).
- Taithí i bpróiseáil párolla, lena n-áirítear PAYE, ÁSPC agus ranníocaíochtaí pinsin.
- Eolas ar rialacháin chánach na hÉireann agus ar riachtanais tuairiscithe airgeadais.

Scileanna:

- Taithí láidir ar bhogearraí cuntasaíochta (m.sh. Xero agus QuickBooks).
- Fíor airdeallach ar mhionsonraí agus cruinneas agus trédhearcacht i dtuairisciú airgeadais
- Scileanna láidre uimhriúla agus anailíseacha.
- Bainistiú ama éifeachtach.
- Cumas iltascanna agus spriocdhátaí a bhaint amach.
- Scileanna maithe cumarsáide agus idirphearsanta.
- Inniúlacht ar Microsoft Excel agus uirlisí airgeadais eile.
- Dearcadh dearfach le scileanna idirphearsanta maith
- Tiomantas le cumas oibriú leat féin chomh maith le bheith comhoibríoch mar bhall d'fhoireann Amharclainne.



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Gaeilge:

Ní mór Gaeilge ar ardchaighdeán, idir labhairt agus scríobh, a bheith agat, nó go mbeifeá ábalta do chuid oibre a dhéanamh i nGaeilge agus go mbeifeá sásta feabhas a chur uirthi.

Téarmaí Fostaíochta:

Tuarastal: €36,464 *pro rata*. Is 3 lá in aghaidh na seachtaine a bheas leis an bpost páirtaimseartha seo. . Tá féidearthacht ann go mbeidh an ról seo á fhorbairt ó 3 go dtí 5 lá.

- 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 leabharchoimeádaí a bheas fostaithe.

Táthar ag súil go gcomhlíonfaidh gach ball foirne oiliúint Sábháilte Um Chruthú *Safe to Create*, 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.

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 ról seo chuig;

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



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Spriocdháta: Dé hAoine, 16 Bealtaine 2025

Beidh agallaimh á reáchtáil idir sa tseachtain dár thús 19-23 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 26-30 Bealtaine 2025.



Book keeper

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 Book Keeper in a part-time role. We are looking for an energetic, self-motivated person to be part of our finance team. The appointee will work closely with the Finance Manager and the Joint Executive and Artistic Directors. The financial team supports the advancement of the Venue and the Artistic programme including financial administrative assistance to Producers, managers and staff at *An Taibhdhearc*.

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.

Main duties:

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

- Support the day-to-day financial and administrative needs associated with the Venue our Artistic Programme
- Maintain and organise a record of financial transactions for *An Taibhdhearc*, ensuring that financial records are accurate and up to date. Provide information and data for financial reporting and decision-making.
- Taifead airgeadais a riaradh agus iontráil sonraí go rialta ar an gcóras Xero. Administer financial records and data entry regularly on Xero.
- Processing payroll, including salary calculations, deductions and statutory payments.
- Processing invoices, payments and bank balances.
- Processing and entering data regarding ticket and bar sales including cash turnover from the bar.
- Cash lodgements.



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- Set up payment processing for payees on the online banking system
- Manage accounts payable and chargeable.
- Support the finance team with monthly and annual reporting.
- Reconcile and verify company bank and credit card balances.
- Carrying out general administrative tasks related to finance.
- Support budgeting and financial forecasting.
- Ensure compliance with financial policies, procedures and regulations.
- Liaise with external accountants and auditors as required.
- Perform general administrative tasks related to finance.
- Additional administrative tasks as required

Experience & Qualifications:

- 3–5 bliana de thaithí i leabharchoimeád, cuntasáocht, nó ról comhchosúil. 3–5 years of experience in bookkeeping, accounting, or a similar role.
- Relevant qualification in bookkeeping/accounting (e.g. IATI, AAT, or equivalent).
- Experience in payroll processing, including PAYE, PRSI and pension contributions.
- Knowledge of Irish tax regulations and financial reporting requirements.

Skills:

- Extensive experience with accounting software (e.g. Xero and QuickBooks).
- High attention to detail and accuracy and transparency in financial reporting
- Strong numerical and analytical skills.
- Effective time management.
- Ability to multitask and meet deadlines.
- Good communication and interpersonal skills.
- Proficiency in Microsoft Excel and other financial tools.
- Positive attitude with good interpersonal skills
- Commitment with the ability to work independently as well as collaboratively as a member of a Theatre team.



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Irish:

You must have a high level of Irish, both spoken and written, or be able to do your work in Irish and be willing to improve it.

Employment Terms:

Salary: €36,464 *pro rata*. This part-time job will involve 3 days of work per week with the possibility to expand from 3 to 5 days 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 Book Keeper.

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.



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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 Leabharchoiméadaí"

Deadline: 16th May at 5pm. Interviews will be held during the 22-23rd 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 during the week of 26th-30th of May 2025.