



Vacancy for Bookkeeper at the National Print Museum

The National Print Museum promotes a greater understanding of the historical significance and the contemporary relevance of printing in Ireland by exploring its heritage, craft and technology. The Museum is a private company and registered charity and has full accreditation of The Heritage Council's Museum Standards for Ireland. The Museum seeks a part-time bookkeeper – an exciting opportunity to join a small and dynamic team.

Job Description

Reporting to the CEO, the Bookkeeper is responsible for all bookkeeping.

Duties include:

- Responsibility for all bookkeeping duties
- Arranging all payments of creditors for approval and maintaining records
- Raising all invoices, monitoring debtors and maintaining records
- Generating VAT returns
- Reconciliation of all accounts
- Preparing cash flow statements and projections for the Board of Directors every two months
- Managing weekly payroll (less than ten employees) and preparation of payslips
- Ensuring Revenue PAYE payments are up to date
- Monitoring cash flow
- Assisting with grant applications
- Arranging drawdowns and reports of grants to deadlines
- Preparing year-end handover to the auditor
- Assisting the CEO with budget management
- Maintaining petty cash
- Integrating Local Training Initiative claims
- Adhering to the organisation's Financial Controls
- Sitting on the Finance Committee
- Attending staff meetings
- Other assigned duties

Essential Skills:

- Bookkeeping (at least three years' experience, ideally with a charity)
- Track record of taking sole charge of the day-to-day finances of an organisation
- Strong numeracy skills with focus on attention to detail
- IT literacy, excellent knowledge of Microsoft Office (all packages and in particular Excel)
- Organisation and self-motivation skills
- Ability to work alone or as part of a team
- Punctuality and reliability
- Communication skills

Desired skills

- Interest and experience in the arts, heritage and museum sector
- Understanding of charity accounting and reporting requirements

Contract

The contract will initially be for one year (subject to review after a 3-month probationary period). This is a part-time position requiring the successful candidate to work onsite, 1 to 2 days to be agreed with the successful candidate. Onsite presence is required. The wage for this post is €17-20 p/h (commensurate with experience).

Application

Please forward a covering letter and CV, containing names and contact information for two referees, marked Museum Bookkeeper Post to carlamarrinan@nationalprintmuseum.ie

Closing date is 5 p.m. on Thursday, 6 May 2021.

The National Print Museum is an equal opportunity employer.