



## **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
- 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 (Charity SORP (Statement of Recommended Practice), Charities Regulator, Companies Registration Office, Register of Beneficial Owners, and Revenue).

**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 two days per week. The wage for this post is €17-20 p/h (commensurate with experience). The Museum offers benefits such as Cycle to Work and TaxSaver Commuter Allowance. The National Print Museum is an equal opportunity employer.

**Application**

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