



## **JOB DESCRIPTION – Administrator October 2022**

Dance Ireland is seeking an experienced Administrator to join our small team of 8 people. You will support the work of Dance Ireland to ensure financial stability and administrative excellence. You will be responsible for bookkeeping, payroll, front of house support and administration.

Dance Ireland is Ireland's national dance development organisation and, true to our origins, we are proud to continue to be the representative body for professional dance.

Our ambition is for dance to be valued and vibrantly, actively, and confidently part of people's lives. Achieving this will ensure a sustainable future for dance in Ireland and a credible career for those committed to dance as a profession. We exist to make this happen. We use all the opportunities afforded by DanceHouse, our own expertise and connections alongside those of our national and international partners to create a programme of work that engages the public and supports the professional, crossing the boundaries of age, experience, and genre. Visit [www.danceireland.ie](http://www.danceireland.ie) to learn more about our organisation.

Reporting to the Finance & Operations Manager, **responsibilities** include:

### **Financial:**

- Managing and processing sales and supplier invoices using Quickbooks
- Managing and processing payments in and out
- Managing petty cash and bank lodgements
- Preparing contracts and invoices for studio rentals
- Managing debtors' statements
- Preparing monthly account reconciliations and liaison with executive to ensure all invoices, bank statements and deposits are in order
- Preparing and managing payroll and related reports and journals using Collsoft
- File management
- Assisting with preparation for audit
- Ensuring all financial records are accurate and up to date

**Venue Duties:**

- This is a key holding position.
- Duties include assisting with opening/closing the venue, providing front of house cover daily for breaks, and other venue assistance as required.
- Assisting with set up of studios for rentals and events.

**Administration:**

- Providing administrative support to all Dance Ireland programme areas as required (contracts, invoices, flights, accommodation, catering etc.)
- Dealing promptly with all enquiries by telephone, email, post and in person
- Maintaining and improving administrative systems
- Managing stock levels of stationery, building supplies, and cleaning materials
- Managing the organisation's IT processes and acting as the key liaison between Dance Ireland and its IT service provider
- Assisting with rostering of staff, and cleaning and security contractors
- Filing (paper and electronic)
- Maintaining mailing lists and databases
- General administration and office duties

**Person Specification****Required skills:**

- High degree of accuracy and attention to detail
- Strong organisational skills
- Excellent written and verbal communication skills
- Demonstrate a high level of discretion and ability to take on responsibility
- Self-starter and proactive approach to your work
- Proven ability to prioritise workloads and work on your own initiative
- Ability to work under pressure and meet deadlines
- Detailed working knowledge of accounting and payroll software, preferably Quickbooks & Collsoft
- High proficiency in IT Systems. Detailed working knowledge of Microsoft Office package
- General knowledge of GDPR and regulations
- Friendly manner with a customer focus
- Flexibility

**Desirable:**

- Interest in the arts, particularly dance

**Required Experience:**

Minimum two years' experience in a similar role with specific emphasis on bookkeeping duties and customer service.

**Salary:** €29,000

This is a full-time position and is based at DanceHouse, Foley Street, Dublin 1

Office hours are usually 9am to 5pm. However, due to the nature of this role, the weekly hours will vary as required by Dance Ireland's work programme and venue needs. Weekend and evening work will be required on occasion.

**Start date:** As soon as possible

**Closing date:** Friday 18<sup>th</sup> November @ 10am

**Interviews:** Shortlisted applicants will be called for interview on Thursday 24<sup>th</sup> November.

**To apply:** Please submit your CV **and** cover letter outlining your suitability for this role and why you are applying to [sheila.creevey@danceireland.ie](mailto:sheila.creevey@danceireland.ie) with **Administrator [Your Name]** in the subject line.

Dance Ireland is committed to a policy of equal opportunity and encourage applications from all sections of the community, particularly those underrepresented in our sector and our organisation. If you need further assistance or advice about this opportunity, please contact the Chief Executive, Sheila Creevey, in confidence: [sheila.creevey@danceireland.ie](mailto:sheila.creevey@danceireland.ie) or phone: 01 855 8800.