

Independent Financial Administrator at the Irish Writers Centre

ABOUT THE ROLE

JOB TITLE: Independent Financial Administrator

Contractual position: one day per week (in Parnell Square, Dublin 1)

Remuneration: €30 per hour or €210 per day for a 7-hour day

Deadline for applications: Tuesday 24 October 2023 at 5pm.

ABOUT THE IWC

As the leading support and development organisation for writers since 1991, the Irish Writers Centre carries out its work, online and in person, on an all-island basis. We work with writers of all types and talents, and actively encourage writers from all communities to engage in creative writing. We provide many ways and means for them to develop their skill, advance their ambitions and join a vibrant and diverse community of people who share their passion and purpose. We are also a membership organisation, always seeking new opportunities for members to grow as writers and to connect with each other through IWC programmes and supports.

The Irish Writers Centre is an equal opportunities employer and is committed to improving access to our services. The Irish Writers Centre will attempt to provide reasonable accommodations/adjustments for employees with disabilities who are otherwise able to perform the essential functions of the job.

PURPOSE OF ROLE

The Independent Financial Administrator reports to the Director/CEO and works closely with the Deputy Director and the Treasurer of the IWC Board. The Independent Financial Administrator will have responsibility for the preparation of management accounts for review and presentation to the executive and Board of Management, as well as a number of other finance and bookkeeping duties. This is a hands-on role which requires an advanced knowledge of Microsoft Excel, accounting (QuickBooks) and payroll software (Big Red Book). A detailed breakdown of the role responsibilities and tasks is below.

KEY RESPONSIBILITIES:

Financial Management

- Review bank and cash balances and reconciliations
- Prepare monthly accruals and prepayments
- Review Aged Debtor and Creditors
- Management Accounts preparation and review
- Prepare a quarterly commentary for the Board on the key points on the accounts
- Liaising with Auditors and producing information and schedules required for the annual audit
- Review of Statutory Accounts
- Correspondence with Bank
- Preparation of budgets and forecasts for grant applications in coordination with the director (approximately 10% of overall time.)
- Preparation of monthly payroll and track holiday entitlement and payments for hourly paid staff
- Monthly payroll returns to Revenue

- Prepare payroll forecasts and budgets for Remuneration committee and Board
- Tax compliance and advising the Director/Deputy Director of changes and developments and impact on the organisation
- Correspondence with Revenue Commissioners
- Advice re tax, accounting and legal updates and developments
- Assessing the financial processes on an ongoing basis, providing the director with relevant advice and acting on agreed changes to make current financial practices more efficient.

Bookkeeping

Completion of books to trial balance stage to include:

- Purchase Ledger – posting invoices to appropriate account/project, matching to payments and review of creditor balances
- Sales Ledger – posting invoices and receipts to appropriate income category, matching to receipts and review of debtor balances
- Bank – post all payments and receipts
- Paypal and Stripe receipts – post to appropriate income category and match to bank lodgements
- Prepare Monthly bank reconciliations
- Cash receipts – post to appropriate income category and reconcile to cash on hand
- Petty cash – post to appropriate expense account and reconcile to cash on hand
- Credit card – post to appropriate expense account and reconcile to credit card statement
- Liaising with company auditors when required
- Ad Hoc reporting
- PayPal account management

WHO WE ARE LOOKING FOR:

The ideal candidate will:

- A professional accounting qualification (ACA/ACCA/CIMA)
- A full understanding and excellent knowledge of working with QuickBooks and Big Red Book
- A working knowledge of SORP requirements
- A full understanding and knowledge of Microsoft Office 365 with particular emphasis on Excel.
- Previous financial and management accounting experience including experience of accounts preparation
- Experience of working across a number of budgets simultaneously
- Strong attention to detail and a high quality of work, taking care to ensure accuracy in reporting.
- Have strong organisational skills, a professional attitude, be flexible, and able to prioritise workloads as well as work on their own initiative.
- Have highly developed interpersonal and communication skills with the ability to be diplomatic, discreet and confident in dealing with a range of stakeholders
- Demonstrate the ability to prioritise and deliver on concurrent tasks.
- Have experience of working in literature (or the arts) or a literature qualification (or similar).
- Be personable, reliable and committed to the mission and values of the IWC.

TERMS OF ENGAGEMENT:

Status: The Independent Financial Administrator will be contracted as an independent service provider and is responsible for invoicing the Irish Writers Centre on a monthly basis for accountancy and bookkeeping services as per the terms of the contract/ letter of agreement.

Conditions of Engagement: As the role is for an independent contractor, we will agree whether a contract or a letter of agreement is the best format for agreement. There will be a review after six months to ensure that the work is satisfactory to both parties and make adjustments as necessary.

The contact time will consist of 4 days per month for both the bookkeeping and accounting parts of the role, with preferably all of those days onsite at the Irish Writers Centre premises at 19 Parnell Square, Dublin 1. There is some flexibility for hybrid working by agreement.

The Independent Financial Administrator will adhere to the confidentiality and security policies of the IWC in relation to sensitive information associated in this role.

CONTRACT FEE, subject to terms, is €30 per hour or €210 per day for a 7-hour day.

LOCATION: Normal place of work is Irish Writers Centre, 19 Parnell Square, Dublin. Please note the post-holder will need to be Dublin-based to carry out the duties of this position.

THE APPLICATION PROCESS

The application will comprise of:

- (i) A cover letter which concisely outlines the key skills and qualities which you will bring to the role, and also relating how your experience has prepared you for the key challenges of this role.
- (ii) A Curriculum Vitae, including the names and contact details of two referees (email and mobile number. Referees will only be contacted in the case of final shortlisted candidates.)

Applications, by email only, should be submitted to the attention of Teerth Chung, Deputy Director at management@irishwriterscentre.ie with Application for the Independent Financial Administrator in the subject line. *It is essential that both of the above stated documents are collated into a single word or pdf attachment* to be eligible.

Deadline for applications is on Tuesday 24 October 2023 at 5pm. (Late applications not accepted.)

Selection and Interview

Interview candidates will be selected on the basis of their suitability for the role.

Interviews are likely to take place on Tuesday 31 October and/or Wednesday 1 November 2023.

interviews will be conducted in person at the Irish Writers Centre