



Smock Alley Theatre is seeking a new **Part Time Accounts Assistant**

The closing date for applications is 14th September

Payment: To be negotiated, based on experience and number of hours.

Employer and Location: Smock Alley Theatre, Exchange Street Lower, Temple Bar, Dublin 8

About Smock Alley Theatre

Smock Alley was the first Theatre Royal built in Dublin. John Ogilby opened it in 1662 as part of the Restoration of the British monarchy and King Charles II in 1660, along with the London's Drury Lane (1662) and the Lincoln's Inn Fields (1661). It was the first custom-built theatre in the city and still remains in substantially the same form, making it one of the most important sites in European theatre history. In 2012, Smock Alley Theatre returned to its roots. 350 years after it was first built the theatre was carefully and lovingly restored to become Dublin's Oldest Newest Theatre. It is once again a bustling hub of theatre, song, dance, art and creativity. Our mission is to welcome audiences to Dublin's oldest, newest theatre. Our policy is to provide an enjoyable, affordable, quality experience, challenging & engaging you, in a friendly, feel-good atmosphere.

About the role

Smock Alley Theatre are seeking a part-time accounts assistant to support the Director of Programming and Finance and the General Manager in the day to day financial tasks of the organisation. The role is no more than 8 hours a week and can be very flexible to suit the candidate. The role is based at Smock Alley Theatre.

Key aspects to the role are:

- Operation of TAS Books to update accounts weekly.
- Assisting with management accounts, financial reporting and cashflow management.

- Preparation of VAT return for submission
- Any other accounting/book-keeping duties as necessary.

The ideal candidate would have a minimum accounting qualification and experience with TAS book, Freshbooks and with Revenue returns. Good communication skills are a bonus as is experience in the arts/cultural/entertainment sector. The ability to work on one's own initiative, to have good interpersonal skills and to be flexible and responsive will be key to succeeding in this role.

This will be a part-time , freelance, fee-based role and would ideally suit someone who is seeking a small amount of regular paid work.

To Apply

Please send a CV and covering letter detailing why you should be considered for the role to lucy@smockalley.com by 14th September.