

Finance & Office Assistant - Museum of Literature Ireland

Start Date: May 2022

Salary: €30,000 pro rata (€15,000 per annum)

Contract: 20 hours per week (.5 FTE)

Employer and Location: Newman House Literary Centre CLG, UCD Newman House, 86 St Stephens Green, Dublin 2, Ireland

Reports to: Head of Operations

CV & Cover Letter To: careers@moli.ie

Closing Date for Applications: 5pm Thursday 28 April 2022

About the Museum of Literature Ireland

A partnership between UCD and the National Library of Ireland, the Museum of Literature Ireland (MoLI) is a new landmark cultural institution in the heart of Ireland's capital city. Picturesquely located on the south side of St Stephen's Green, the museum draws inspiration from the work of Ireland's most famous writer James Joyce, as well as celebrating our internationally-renowned literary culture and heritage, inspiring the next generation to create, read and write.

Immersive multimedia and interactive exhibitions on James Joyce and other influential Irish writers, lecture and performance spaces, temporary exhibitions, house and garden tours, a bookshop and garden-level café are set in the spectacular architectural heritage of UCD's Newman House and its beautiful green surroundings. These public facilities are seamlessly integrated into a stunning suite of refurbished seminar and reception rooms available for small group conferences, meetings and board events, making the museum a truly unique and highly attractive proposition for international visitors and locals alike.

About the Role

We are seeking an enthusiastic and capable finance administrator to manage MoLI's accounts payable and receivable and support the work of the Director, Head of Operations, Fundraising & Finance Officer and other members of senior management in the administration of the museum's operations. The role supports the Finance Department through the raising of purchase orders and invoices, the preparation of quotes, and the reconciliation of company bank accounts, as well as accountancy support. The expected hours are 9:30am to 1:30pm, Monday to Friday, though flexible working may be available for the right candidate. Remote working is a possibility for this position.

Job Description

- Raise purchase orders through MoLI's procurement system (eProcurement) for approval by Head of Operations
- Monitor status of orders and update received orders in eProcurement
- Generate invoices and bills through MoLI's accounting system (Xero)

- Monitor status of invoice payments and update Head of Operations on same
- Ensure incoming deliveries are accurately recorded in eProcurement
- Monitor and respond to general enquiries email accounts, forwarding emails to other members of staff as required
- Reconcile MoLI bank account and credit card transactions in Xero
- Work with the Weddings & Events Manager to prepare quotes for private hire clients
- Liaise with the Retail Manager and Visitor Experience Shift Managers to accurately record weekly cash lodgements
- Gather and collate data relating to visitor numbers, demographic breakdown, admissions revenue, etc, and prepare weekly reports for circulation
- Liaise with UCD Finance regarding transactions on the MoLI/UCD Intercompany account
- Reconcile the MoLI/UCD Intercompany account in Xero
- Source quotes from suppliers
- Prepare manual journal transfer requests for approval
- Work with the Head of Operations to ensure MoLI is compliant with public procurement legislation
- Assist with the preparation of Quarterly Management Accounts
- Assist with the preparation and collation of data for internal and external audits
- Manage the procurement of office supplies, personal protective equipment and other sundries
- Assist the Director, Fundraising & Finance Officer and senior management team with ad hoc administrative tasks

Knowledge and Experience

Essential

- Excellent verbal and written communication skills
- At least 2 years experience of financial administration, accounts payable & receivable
- Strong organisational skills and an ability to work to tight targets and deadlines
- A self-starting collaborative mindset, working both in a team and on your own initiative
- Superb numeracy
- Attention to detail
- Experience of working with procurement or accounting systems, particularly Xero, Sage or Quickbooks

Desirable

- Experience of working within the public procurement framework
- Experience of working with point-of-sale or box office systems
- Second/further language skills