
ABOUT THE ARK

The Ark is a dedicated cultural centre for children. We opened in 1995, three years after the Irish government ratified the UN Convention on the Rights of The Child (UNCRC), recognising the rights of children to “participate freely in cultural life and the arts”. The Ark was founded on the principle that children are entitled to great art made especially for them.

Our purpose is to realise children’s right to art and culture with ambition and joy. We do so by commissioning, producing and presenting fun and ambitious art for, by, and about children from birth to twelve. Our work is also our advocacy.

We share the work of brilliant and daring Irish and international artists in our award-winning, purpose-designed home in the heart of Dublin’s Temple Bar, as well as in-person and online in schools, in libraries, in early years and care settings around Ireland. We seek to engage children in the places and spaces and on the platforms that are meaningful to them. We often work in partnership with others as artistic collaborators or to advance the diversity and inclusivity of our engagement with childre

In April 2024 we published *The Ark Strategy 2024-2028* which sets out our ambition to be a thriving, inclusive, sustainable, climate-friendly organisation, recognised for the integrity, influence and impact of our work in realising children’s right to art and culture.

We will continue to be a vocal champion of the arts and of artists and a trusted advocate for children, working closely with them and on their behalf, to ensure their right to art and culture is meaningfully realised in both policy and practice.

With these commitments and by living our values: dreaming big, thinking ahead, opening hearts and minds, showing kindness and care, and, of course, having fun, The Ark will remain at the heart of artistic life for children in Ireland.

THE ROLE

This is a fantastic opportunity for an experienced bookkeeper or finance administrator to join and really make an impact in an established and ambitious arts organisation. As Bookkeeper & Administrator, you will be the financial heartbeat of The Ark - the person who keeps our day-to-day finances running accurately and efficiently. Working closely with the General Manager, you will ensure that the organisation's finances are managed with accuracy, transparency and rigour.

The Ark is primarily funded through public grants - principally from the Arts Council and the Department of Education - alongside earned income, corporate support, and donations. The Bookkeeper & Administrator role will be key to ensuring that income and expenditure are accurately recorded across multiple restricted and unrestricted funding streams, that funder reporting requirements are met, and that the organisation remains compliant with all relevant statutory, regulatory and governance obligations.

The role has four main areas of responsibility:

- **Financial Administration & Bookkeeping:** Processing and recording all financial transactions, managing payroll, maintaining accurate records across the organisation's multiple funding streams, and ensuring timely payment of invoices and expenses.
- **Financial Reporting:** Producing management accounts, cash flow reports, and funder financial returns, and providing financial information to support the General Manager, Director and Board in decision-making.

- **Grant & Income Administration:** Supporting the administration of grant agreements, monitoring grant conditions and deadlines, and preparing financial returns in line with grant requirements.
- **Compliance & Governance Support:** Supporting the General Manager in meeting statutory, regulatory and charitable obligations - including with the Charities Regulator, the Companies Registration Office, and Revenue - and supporting the annual audit process.

Reporting

Reports to the General Manager

Key Relationships: Director, Philanthropy & Partnerships Manager, BO & Visitor Services Coordinator, External Auditor.

KEY RESPONSIBILITIES:

Financial Administration & Payments

- Process and record all financial payments and receipts, maintaining accurate and up-to-date financial records for the organisation.
- Manage accounts payable and receivable: administer invoices, process expense claims, and undertake credit control as required.
- Maintain and reconcile the organisation's bank accounts, including regular bank reconciliations, and serve as the key operational contact for all banking matters.
- Administer the payroll process, ensuring staff are paid accurately and on time and that all related statutory returns are made.
- Oversee daily box office and cash reconciliations in liaison with the Visitor Services team.
- Maintain the accounting system (currently QuickBooks) and supporting records to allow transparent reporting on both unrestricted and restricted funds.

Financial Reporting & Control

- Prepare monthly management accounts, cash flow reports, and budget variance analyses for the General Manager.
- Support the preparation of the annual budget in collaboration with the General Manager.
- Prepare and support financial reports for all funders and statutory bodies in line with grant agreements and contractual requirements.
- Support the General Manager with the annual external audit, preparing the annual audit file to support the completion of the annual financial statements in line with Charities SORP and relevant accounting standards.
- Keep up to date with relevant accounting standards, charity law, and SORP requirements.

Compliance & Governance

- Support the General Manager in ensuring that The Ark meets all statutory requirements as a registered charity and company limited by guarantee, including filings to the Charities Regulator (CRA) and the Companies Registration Office (CRO).
- Ensure compliance with all Revenue obligations including PAYE, PRSI, VAT (where applicable), and ROS returns.
- Support the General Manager in implementing, maintaining, and updating The Ark's financial policies and procedures in line with best practice and governance code requirements.
- Maintain and implement The Ark's GDPR and data protection obligations as they relate to financial records and supplier/donor data.

- Proactively identify any financial compliance risks and bring these to the attention of the General Manager.
- Support the General Manager with contract administration and EDI monitoring
- Act as an administrator for The Ark's Garda Vetting process, in line with The Ark's Child Safeguarding policy.

Grant & Income Administration

- Maintain records of all grant agreements, funding conditions, deadlines, and payment schedules.
- Track and reconcile all restricted income and expenditure, supporting the General Manager in ensuring that funding is allocated and reported in line with grant conditions.
- Support the administration of donor income, including membership income and fundraising receipts, in liaison with the Philanthropy & Partnerships Manager.

General

- Support the work of The Ark with any other duties requested by the Director or General Manager in response to opportunities or challenges that may arise.

PERSON SPECIFICATION:

Knowledge and Experience

- Minimum of three years' experience in a bookkeeping, accounts administration, or finance role. Experience in the charity or non-profit sector is an advantage but not essential.
- Demonstrable experience maintaining accurate financial records across multiple income streams.
- Experience managing accounts payable and receivable, bank reconciliations, and payroll processes.
- Experience preparing or contributing to management accounts, cash flow reports, and financial returns.
- Experience supporting or preparing for an annual audit.
- Relevant qualifications such as Accounting Technician or other accounting or payroll qualifications would be an advantage.
- Familiarity with charity accounting frameworks (such as Charities SORP and FRS 102) would be an advantage. Candidates with strong commercial bookkeeping experience and an appetite to develop experience in the charity sector are equally welcome.
- Knowledge of compliance requirements for charities and companies limited by guarantee in Ireland (CRA, CRO, Revenue) would be a particular advantage.
- Previous experience in an arts or cultural organisation would also be welcome, but not essential.

Skills

- Proficiency in accounting software - experience with QuickBooks and CollSoft is desirable.
- Excellent IT skills, specifically in Excel/spreadsheets, and competency with Microsoft Office.
- High level of accuracy and strong attention to detail.
- Excellent organisational and time management skills, with the ability to manage multiple priorities and meet deadlines.
- Good written and verbal communication skills, with the ability to present financial information clearly.

Personal Attributes

- Positive, proactive, and committed to the ethos, values and ambition of The Ark.
- Someone who takes ownership and responsibility and works well as part of a small, busy team.
- Discreet, dependable and able to handle confidential financial and organisational information with the utmost integrity.
- An interest in the arts and culture and an enthusiasm for The Ark's mission to realise children's right to art and culture.

We recognise that not every strong candidate will have experience across every aspect of this role. If you have solid bookkeeping and financial administration skills and are enthusiastic about The Ark's mission, we encourage you to apply. We are committed to supporting the successful candidate's development in any areas where they are building their knowledge.

TERMS

This is a full-time role (35 hours per week) working primarily a **five-day week Monday – Friday**. Occasional weekend and evening work may be required. The role is based in The Ark's venue in Temple Bar, Dublin.

This is initially a one-year fixed term appointment with a 6-month probationary period, with a view to extension subject to funding and organisational needs.

There is a holiday entitlement of 20 days per annum, in addition to public holidays. There are also 5 company holidays allocated over the Christmas period. Garda (police) vetting is a requirement of the appointment process.

Salary

€48,000 per annum.

All staff have access to a free and confidential Employee Assistance Programme.

The Ark is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Ark's Equality, Diversity & Inclusion Policy can be found [here](#).

HOW TO APPLY

Interested candidates are invited to apply by completing / providing the following items:

1. A CV highlighting your relevant experience for this role.
2. A covering letter outlining your experience and reason for applying for the role.

Please send your application by email only addressed to Al Russell, General Manager to al@ark.ie with subject line 'Bookkeeper & Administrator Role'.

Closing date for applications is Wednesday 3 June at 5pm. *Late applications will not be accepted.*

Please note that successful candidates will be required to provide proof of identity and complete our Garda vetting process.

All applications will be treated in the strictest confidence.

Interview Dates and Selection methods

- Initial short-listing of candidates will be on the basis of the information contained in their CV and covering letter.
- Candidates who are short-listed will be invited to attend for interview at The Ark in the w/c 8 June.
- In line with our data protection policy, we will only use the information that you provide for the purposes of this recruitment process. On completion of the process, your information will be securely retained for a maximum of 6 months before being erased.