

## **Finance Officer**

**Full time, 2 year contract. Hybrid working options available**

### **Reporting to:**

- Director of Finance

### **Overview of IFI**

The Irish Film Institute is Ireland's national cultural institution for film. At the IFI's historic home in Eustace Street, Temple Bar, our diverse audiences and loyal members enjoy our 3 cinemas, IFI Irish Film Archive's research and access facilities, IFI Film Shop and IFI Café Bar; and our four digital streaming platforms, IFI@Home, IFI Archive Player, IFI@Schools and IFI International.

The IFI has developed strategic objectives around three core activities:

- **EXHIBIT** Providing audiences throughout Ireland with access to the finest independent, Irish and international cinema
- **PRESERVE** Preserving and promoting Ireland's moving image heritage through the IFI Irish Film Archive
- **EDUCATE** Providing opportunities for audiences of all ages and backgrounds to learn and critically engage with film through IFI Education

### **Purpose of Job**

An exciting opportunity has come up to join our finance team, supporting the Director of Finance in financial, accounting and governance functions which contributes to the preparation of timely and accurate financial and management information and ensuring the IFI is fully compliant with all relevant regulatory bodies.

### **Responsibilities include:**

- Undertake and review sales and cash reconciliations and lodgments per week, ensuring items are recorded correctly for management accounts
- Carry out stock management via weekly reconciliations.
- Manage Film Distributor returns for theatrical and digital platform screenings and invoice processing.

- Maintaining the sales ledger by raising sales invoices and carrying out the accounts receivable function
- Corresponding with debtors in response to queries.
- Report on weekly sales and finance figures to Heads of Department and Managers.
- Credit card purchasing and payment of staff expenses in line with IFI procedures
- Monitor and maintain the petty cash function ensuring all controls and payment etiquette is adhered to.
- Maintenance of financial records as required including fixed asset register
- Reporting to key personnel on sales performance as required.
- Liaising with auditors as required.
- General financial administration.
- Provide cover for other financial tasks as required

#### **Requirements:**

- Prior experience in an accounts role
- Strong numeracy skills
- Excellent communication, and organisational skills
- Proficient in MS Office with strong excel skills and knowledge or experience of Opera accounts software or Sage payroll would be an advantage.
- Ability to work to tight deadlines
- Ability to work on own initiative while strictly adhering to set procedures
- Proactive in problem resolution
- Excellent time management skills
- Enthusiastic attitude with ability to be flexible.
- Possess a critical eye , be proactive and follow up issues to resolution
- Working to a high standard of professionalism and attention to detail
- An interest in film would be a plus!

#### **Application Process:**

- This role is offered as a 2 year fixed term contract. Please email letter of application with CV to [AGray@irishfilm.ie](mailto:AGray@irishfilm.ie) by Wednesday, October 5<sup>th</sup> at 5pm.
- Salary for this position is €30,000 per annum.

*The IFI is an Equal Opportunities Employer and welcomes applications from all sections of the community.*

