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www.create-ireland.ie

Position Summary

Post Title:	Finance & Operations Officer
Post Status:	Part-time (3 days), permanent contract
Location:	Create office, 2 Curved St, Temple Bar, Dublin 2
Reports to:	Director
Salary:	€20,089 (€33,481 pro rata)

Closing date for applications is **Thursday 9 January 2025**.

You can read more about the Application Process in Appendix 1.

About Create

Create is Ireland's national development agency for collaborative arts. Create's mission is to lead the development of collaborative arts practice, provide opportunities for exchange and interaction that engage and benefit artists and communities, strengthen the contribution of the arts to society and encourage the creation of exceptional art that reflects and responds to our times. The organisation plays an important role in furthering public policy for the arts, as set out in Arts Council strategy, *Making Great Art Work* (2016-2025).

Create is held in high regard for its contribution to the development of collaborative arts. It offers leadership in thinking and ideas about current practice, and its requirements, and advocates the value of collaboration and partnership.

About the role

The organisation is currently recruiting for a permanent Finance & Operations Officer following a period of restructuring within the team and the upcoming completion of a temporary contract.

The role of Operations Officer is key to the organisation providing quality services to artists and communities across Ireland and the smooth management and administration of the organisation's work.

The Finance & Operations Officer is a busy, varied and collaborative role which presents the successful candidate with an opportunity to make a real contribution to the organisation's development and to its continued success in the coming years. In particular, it requires someone with exceptional interpersonal skills and a strong aptitude for financial and administrative tasks.

Job Description

Title: Finance & Operations Officer
Term: Permanent
Hours: 21 hours (3 days) per week
Holidays: 13.8 days per year (equivalent to 23 days pro rata), plus statutory holidays
Reporting to: Director

Overall purpose of post

Responsible for the smooth running of the organisation's financial and administrative operations.

Duties

- To support the Assistant Director with regard to duties related to financial management and accounting in accordance with current policies - including attending to data entry; filing of documentation; preparing payments; bank lodgements; and, operating the Petty Cash account and Cash Box
- To manage the administration office and systems, and liaise with the organisation's suppliers including: shop, cleaning and refuse services, equipment maintenance, and household and stationery supplies
- To provide general administrative support to the Director and other employees
- To answer the telephone and provide reception and welcome to visitors to the organisation
- To ensure that the office calendar, and associated HR files (daily post log, phone records, staff holiday file, etc) are up to date
- To maintain a safe, presentable and healthy work environment in the office and liaise with external contacts in regard to any communal areas or shared facilities of the premises
- To undertake appropriate training when required
- To perform such other duties as may reasonably be required of you by the organisation

Person Specification

As an important liaison between colleagues, diverse artists, communities and external stakeholders, the role requires strong communications skills combined with meticulous handling of financial and administrative tasks.

Personal Qualities

- Self-disciplined, organised and self-motivating
- Ability to work in a team, contributing ideas, supporting team members and taking a lead role on tasks as required
- Adaptable and receptive to new ideas and initiatives
- Ability to work under pressure and manage competing deadlines
- Excellent interpersonal skills with an ability to listen, build rapport and communicate with artists and partners at all levels
- An analyst who can identify individual issues, always aware of the big picture
- Energetic and committed to the ethos, values and ambition of Create

Professional Competencies

- Ability to communicate effectively verbally and in writing
- Ability to represent Create in a professional manner when fielding queries and dealing with external stakeholders
- Proven administrative skills demonstrating the ability to manage financial and technical tasks
- Display a sound understanding of issues around equality, accessibility and health & safety
- Understanding and appreciation of the role of arts and culture in communities

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. It is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future.

Terms

The Salary will be €20,089 per annum with a 6-month probationary period.

Benefits

There is a holiday entitlement of 14 days per annum (23 days pro rata), in addition to public holidays, and an additional 8 closed days – 7 at Christmas and 1 at Easter.

Flexible Working Hours and Working Arrangements - Create staff work on a hybrid basis in line with company policies

Access to Bike to Work Scheme

Access to TaxSaver Scheme

Employee Assistance Scheme

Location Create office, 2 Curved Street, Temple Bar, Dublin

Appendix 1 - Application Process

Applications should include a cover letter, outlining why you are suitable for this role with a full CV and two named referees.

Completed applications should be submitted by email to recruitment@create-ireland.ie with “Finance & Operations Officer” in the subject line.

The deadline for applications is **Thursday 9th January 2025 at 5pm**. Applications received after the closing date and time will not be accepted.

Interviews will be arranged with suitable candidates as soon as possible.

Create is committed to equal opportunities and diversity in its employment policy, practices and procedures. If you feel you need assistance with your application or need to apply in a different format, please contact recruitment@create-ireland.ie or phone (01) 473 6600 with details.

Create is committed to respecting and protecting the privacy of applicants. We collect different kinds of personal data about prospective employees to manage the recruitment process and meet our legal obligations. It is Create’s policy that this information is processed in accordance with Data Protection law. Records relating to the recruitment process will be retained for 1 year.