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www.create-ireland.ie

Position Summary

Post Title:	Finance Manager (Maternity Cover)
Post Status:	4 days per week, Fixed-Term (Specified Purpose) contract
Location:	Create office, 2 Curved St, Temple Bar, Dublin 2
Reports to:	Director
Salary:	€41,158 (€51,448 pro rata)

Closing date for applications is **Friday 25 July 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 Finance Manager on a Maternity Cover basis.

The role of Finance Manager 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 Manager 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 supporting artists and communities across Ireland. In particular, it requires someone with a strong aptitude for financial and administrative tasks and good interpersonal skills.

Job Description

Title: Finance Manager (Maternity Cover)
Term: Fixed Term (Specified Purpose)
Hours: 28 hours (4 days) per week
Holidays: 18.4 days per year (equivalent to 23 days pro rata), plus statutory holidays
Reporting to: Director

Overall purpose of post

Responsible for the management of the organisation's financial operations.

Duties

- To manage and maintain accounts, budgets, cash flows and appropriate reporting on funded activities
- To oversee operations related to financial management and accounting in accordance with current policies - including attending to data entry; filing of documentation; processing payments; bank reconciliations; and maintaining accurate accounting records
- To manage the contracts and liaise with the organisation's suppliers and external contractors
- To provide assistance to the Director in the areas of finance, HR, company law and charity governance
- 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, efficient, 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

- Strong financial management experience (familiarity with Quickbooks is desirable)
- Familiarity with arts sector and/or charity sector funding, reporting and compliance requirements
- 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 €41,158 per annum (€51,448 full-time equivalent) with a 6-month probationary period.

Benefits

There is a holiday entitlement of 18.4 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 – including relevant qualifications and experience – along with a full CV and two named referees.

Completed applications should be submitted by email to recruitment@create-ireland.ie with “Finance Manager (Maternity Cover)” in the subject line.

The deadline for applications is **Friday 25th July 2025**. Applications received after the closing date and time will not be accepted.

Interviews will be arranged with suitable candidates between 6-8 August 2025.

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.