**Finance Assistant Job Description – Part Time**

**Position title:** Part time Finance and Administration Assistant – 3 days per week. (*Work pattern can be negotiated)*

**Purpose of job:** To assist the Finance Department in the preparation and recording of financial data and internal audit activities.

**Reporting to**: Senior Finance Officer

**Key Relationships**: Director of Finance

Finance Officer

Key Tasks and Responsibilities include:

* Collating income data for reporting to IFI management.
* Collating wage data for reporting to IFI Management.
* Collating Café Bar data for reporting to IFI Management.
* Carrying out various internal audit activities and spot checking to ensure that internal controls are operating properly.
* Processing quarterly copyright returns.
* Monitoring expenditure in key areas.
* Ensuring documentation is gathered and filed appropriately.
* Ensuring fixed asset and equipment registers are maintained and up to date.
* Carrying out sales and cash lodgements reconciliations.
* Provide cover for financial officer duties as required, cash lodgements, payroll, supplier payments and sales invoice generation.
* Any other finance or administration duty that may arise.

Key Requirements/ attributes**:**

* A keen affinity with numbers and calculations.
* Excellent organisational skills and attention for detail.
* Ability to work independently and proactively.
* Excellent communication skills both written and verbal.
* A good working knowledge of excel.
* A professional workplace demeanour and attitude.
* Ability to work to deadlines.
* Be able to demonstrate flexibility.

Salary scale:

The starting salary for this role is at Level 1 of our Assistant salary scale €27,378. Progression to higher levels is based on performance as outlined in our competency framework

Other Benefits:

Hybrid and flexible working options, 24 days annual leave, bike to work scheme, enhanced sick pay, film store & Cafe Bar discount, local business discounts, free cinema tickets, pension after 12 months.

Application Process:

To apply, please send your CV and cover letter to the Annmarie Gray at Agray@irishfilm.ie by Friday 18th July at 6pm.

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