



Hawk's Well Theatre



#JOB-2438404



HAWK'S WELL THEATRE, Temple Street,

Sligo, Co. Sligo, F91 CFY7



No of positions : 1



Paid Position



20 hours per week



25000.00 Euro Annually



13/03/2026



10/04/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : director@hawkswell.ie



Open your camera app & point here to view this ad online



Accounts Technician

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The Accounts Technician will support the financial management of Hawk's Well Theatre by maintaining accurate financial records, processing transactions, assisting with budgeting and reporting, and ensuring compliance with governance, audit, and funder requirements.

Duties: Financial Operations - Maintain day-to-day accounting

records using QuickBooks. Process purchase invoices, sales

invoices, and expense claims Prepare and process supplier

payments and bank transactions. Carry out regular bank and

control account reconciliations in QuickBooks

Reporting & Controls - Assist in the preparation of

monthly management accounts. Support budget monitoring and variance reporting. Maintain audit-ready financial

records and documentation. Assist with year-end accounts

and audit preparation.

Income & Box Office - Reconcile box office and other earned income streams. Ensure income is accurately

recorded and coded in QuickBooks. Support financial reporting for performances, events, and hires.

Funding & Governance - Assist with financial reporting to

funders and grant bodies. Maintain financial records in line

with Arts Council and public funding requirements. Support internal financial controls, policies, and procedures.

Person Specification - Essential: Qualified Accounts Technician or equivalent relevant experience.

Strong working knowledge of QuickBooks. High level of accuracy and attention to detail

Proficiency in Excel and spreadsheet-based reporting. Desirable: Experience in the arts, cultural, charity, or not-for-profit sector. Experience working in a publicly funded organisation

This role is supported by Hawk's Well Theatre, with funding

from the Arts Council of Ireland.

- **Sector:** arts, entertainment and recreation

Career Level

- Professional