



The Copper House



#JOB-2464208



The Copper House Gallery, 19 St Kevins
Cottage, Dublin 8, D08 EE73



No of positions : 1



Paid Position



6 hours per week



To be Confirmed



15/08/2026



12/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : maureen@thecopperhouse.ie



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



Bookkeeper

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

Bookkeeper required for small creative company in Dublin.

Experience Essential

The position includes recording basic accounting transactions, such as issuing sales invoices, recording receipts and reconciling bank transactions, processing purchase invoices, preparing VAT reports etc.

Experience of processing Payroll with knowledge of Revenue and Pension legislation essential.

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

Career Level

- Experienced [Non-Managerial]