

# Title

<b>Organisation</b>	Galway Community Circus (GCC)
<b>Location</b>	St Joseph's Community Centre, Ashe Road, Galway, H91 A4VW (remote working not available for this role)
<b>Hours</b>	24 (3 days)
<b>Salary</b>	€40-45,000 per annum pro rata
<b>Contract</b>	Part-time, permanent (subject to funding)
<b>Closing Date</b>	12pm Friday 24 <sup>th</sup> October 2025
<b>Interviews</b>	W/C 3 <sup>rd</sup> November 2025
<b>Job Starts</b>	December 2025
<b>Application Process</b>	To apply, please send your CV, including two references, and a short cover letter outlining your suitability for the role to <a href="mailto:recruitment@galwaycircus.com">recruitment@galwaycircus.com</a> .

## About Galway Community Circus

Galway Community Circus is Ireland's flagship for youth and social circus, based in the heart of Galway City. We are a centre of excellence for circus arts education and a leader in the development of youth circus in Ireland.

Our mission is to foster the growth of youth circus in Ireland and internationally through our dynamic circus school. Our vision is a future in which play, care and creativity are nurtured through circus education, accessible to every child in Ireland. We provide access to high-quality, subsidised circus arts education through our circus school offering youth and adult programmes for over 600 weekly students. We also offer community programmes in partnership with those who have specific social or developmental needs.

We provide artist supports, professional training and mentoring and lead the development of youth circus in Ireland through our academic, national and international partnerships.

## The Role

We are seeking a detail-oriented and motivated Accounting Technician to join our team on a part-time basis (3 days per week). This is a key role in supporting the financial health and sustainability of the organisation, ensuring compliance with relevant regulations and contributing to effective decision-making across the team.

You will work closely with the C.E.O & C.O.O. to manage day-to-day financial operations, maintain accurate records, and support financial reporting across our programmes and funding streams.

You will be based in our office in Galway City, remote working is not possible for this role.

## Key Responsibilities

- Manage daily banking and cash flow operations
- Process invoices, payments, and payroll (in collaboration with payroll provider)



- Prepare and complete bank and account reconciliations
- Produce monthly management accounts and financial reports
- Assist with year-end accounts preparation and liaise with external auditors
- Maintain accurate and up-to-date records using QuickBooks
- Monitor project and grant budgets to ensure financial compliance
- Support reporting to funders, the Charities Regulator, and the Board of Directors
- Contribute to the organisation's financial planning and budget development
- Help maintain robust financial policies and procedures

## **Person Specification**

### **Essential:**

- Accounting Technician qualification (or equivalent relevant experience)
- Proven experience in bookkeeping or accounting, ideally in a non-profit, charity or arts environment
- Proficiency in QuickBooks (or similar accounting software)
- Excellent attention to detail, accuracy, and time management
- Strong communication and interpersonal skills
- A proactive and flexible approach, with the ability to work independently
- Demonstrated responsibility for the full scope of finance operations within an organisation.

### **Desirable:**

- Familiarity with charity accounting standards and funder reporting requirements
- Understanding of the cultural or community sector

### **What We Offer**

- Pro-rata salary of €40-45,000 (€24-27,000 for 3 days/week)
- Flexible part-time work schedule (3 days per week)
- A collaborative, creative, and purpose-led workplace
- The chance to make a meaningful impact in the arts and community sector

**Galway Community Circus is committed to creating a diverse and inclusive workplace. We welcome applications from people of all backgrounds and experiences, particularly those who are underrepresented in the arts.**

**You must be legally authorised to work in Ireland to accept this role.**