

Job Description - Cur Síos Poist

Nemeton TV have been creating broadcast content since 1993, with our biggest client being TG4, who we have produced almost all the sport's content for since 1996. We also produce shared sports content for BBC ALBA in Scotland, Sky Sport, BT Sport, STV, BBC NI, BBC Wales and S4C, for both television and online broadcasts. Sports content includes shinty, hurling, Gaelic football, rugby, soccer, horse racing, boxing, basketball, swimming, cycling and a range of minority sports. We also produce factual programming in documentaries, health & entertainment programming.

Tá ábhar craolta á chruthú ag Nemeton TV ó 1993. Is é TG4 an cliant is mó atá againn agus tá muid tar éis an chuid is mó d'ábhair Spóirt TG4 a léiriú ó 1996. Anuas air sin, déanann Nemeton TV comhléiriú ar ábhar spóirt ar líne agus ar an teilifís do BBC ALBA in Albain, Sky Sport, BT Sport, STV, BBC NI, BBC Wales and S4C. I measc na gclár a dhéanann muid tá: camánacht, iomáint, peil Ghaelach, rugbaí, sacar, rásaíocht capall, dornálaíocht, cispheil, snámh, rothaíocht agus réimse sport mionlach eile. Chomh maith leis sin, déanann muid léiriú ar réimse clár fáisnéise, cláir shláinte agus shiamsaíochta ina measc.

Position/Ról: Accounts Assistant/ *Cúntóir Cuntaisíochta*

Reports to/Freagrach do: Financial Controller/ *Rialtóir Airgeadais*

Key Responsibilities/Príomhdhualgais:

The duties of this position include, but are not limited to the following:

I measc dhualgais an phoist, beidh ar an té a cheapfar:

- ⇒ Processing of customer & supplier invoices, bank payments and lodgements etc/ *Próiseáil a dhéanamh ar shonraisc custaiméirí/soláthraithe agus ar íocaíochta agus lóisteálacha bainc*
- ⇒ Accurately maintaining records in accounting software/ *Taifid bheachta a choinneáil ar bhogearraí custaisíochta*
- ⇒ Preparing monthly reports for Management/ *Tuairiscí míosúla a chur le chéile don bhainistíocht*
- ⇒ Preparing bank reconciliations/ *Imréitigh bainc a chur le chéile*
- ⇒ Responding to finance related queries from customers and suppliers & staff/ *Ceisteanna airgeadais ó chustaiméirí, ó sholáthraithe agus ón bhfoireann a fheagairt*
- ⇒ Ensuring expenses are in line with company controls/ *Cinntiú go dtagann costais lena bhfuil leagtha amach ag an gcomhlacht*
- ⇒ Sharing ideas of where improvements can be made/ *Smaointí a roinnt maidir le baon rud gurbh fhéidir feabhas a chur air*
- ⇒ You will secure your best efforts to extend and develop your knowledge of the Irish language and culture, including an active involvement in the company's Irish Language Plan/ *Do sheacht ndícheall a dhéanamh do chuid Gaeilge a sheabhsú agus suim a léiriú sa chultúr Gaelach chomh maith le páirt ghníomhach a thógáil i bplean teanga an chomhlachta*

- ⇒ You will be required to carry out other ad hoc duties as assigned by the Financial Controller/ *Tabhairt faoi dhualgais eile de réir mar a leagann an Rialtóir Airgeadais amach iad*

Person Specification/ Tréithe Pearsanta::

The ideal candidate will have the below experience and be able to demonstrate the core skills associated with this role:

Beidh an taithí thíos ag an iarrthóir ar mbaith linn teacht air agus beidh an t-iarrthóir in ann na croíscileanna a bhaineann leis an ról seo a chur i gcrích:

- ⇒ A minimum of 1 year's previous experience in a similar role/ *Taithí bliana ar a laghad i ról combhionann*
- ⇒ Possess a third level qualification in the relevant area, preferably in Accounting or Business/ *Cáilíocht Triú Leibhéal sa réimse cú, go háirithe sa Chustasaíocht nó sa Ghnó*
- ⇒ A working knowledge of financial systems (previous experience using Sage & Big Red Cloud would be an advantage)/ *Eolas ar choras oibre airgeadais (bheadh taithí ar a bbeith ag baint úsáid as Sage & Big Red Cloud ina bhuntáiste)*
- ⇒ Strong technical knowledge in the area of financial accounting/ *Eolas láidir teicniúil i gcuntasaíocht airgeadais*
- ⇒ Good analytical and problem-solving capabilities/ *Cumas maith sa duine a bbeith ag réiteach fadhbanna go hanailíseach*
- ⇒ Experience using Microsoft Office applications such as MS Excel and Word an advantage/ *Bheadh taithí ar bhogearraí Microsoft Office m.s. MS Excel agus Word ina bhuntáiste*

Key Interactions/ Plé Rialta le:

- Financial Controller/ *Rialtóir Airgeadais*
- Suppliers/ *Soláthraithe*
- Customers/ *Custaiméirí*

You will be required to adhere to Nemeton TV's core values and policies and procedures including but not limited to Health and Safety, GDPR guidelines and Time and Attendance policies. All of Nemeton TV's policies and procedures can be found in our Employee Handbook.

Beidh ar an té a cheapfar cloí le bunluachanna Nemeton TV agus le polasaithe agus gnásanna an chomhlachta chomh fada is a bhaineann sé le Sláinte agus Sábháilteacht, GDPR, Tinreamh. Tá fáil ar gach polasaí de chuid Nemeton TV inár lámhleabhar fostaí.