

**Title:** Admin Assistant

**Reports to:** Administration Manager

**Contract:** Part-time, Approx 16 hours per week (split 4/5 days per week)

**Location:** Onsite

University Concert Hall (UCH) is seeking a highly organised and detail-oriented **Administration Assistant** to support its day-to-day operations. Working closely with UCH's Administration Manager, Director/Deputy Director, Accounts Assistant, and Group Management Accountant, this role provides essential support to ensure the smooth running of UCH's Administration Department. The post will also assist the Accounts Department, Box Office, and Operations teams as required. This is a varied role that combines administration, finance, and customer support within a busy and dynamic office environment.

### **Key Responsibilities**

#### **Administration**

- Support the Box Office and Operations teams with preparing and filing end-of day cash reports
- Ensure accuracy by reconciling reports
- Assist with the preparation and posting of Concert Settlements
- Prepare lodgements and ensure these are lodged to the Bank in a timely manner
- Ensure compliance with policies and procedures as per company and group guidelines
- Document retention management - assisting in keeping these up to date
- Supporting the Box Office during busy on sale periods

#### **Finance**

- Process invoices and assist with accounts payable
- Reconcile and process petter cash when needed
- Assist in preparing Board and other reports
- Support Annual Audits (Eg Assisting with Stock Control for year end/quarter end audits across the various departments)

All other reasonable duties as may be deemed necessary by University Concert Hall Management.

### **Requirements**

#### **Essential**

- 2-3 years minimum experience in an office administration role
- Strong Microsoft Office Skills, attention to detail, good communication and previous accounts payable or admin experience.
- Cash Handling experience
- Ability to work to deadlines
- Flexible and adaptable approach to work with a positive attitude
- Communicate and work well with others and as part of a team.

#### **Desirable**

- ACCESS (Dimensions) knowledge is a bonus but training will be provided.
- Access to a car, to support Banking requirements.

Applicants are invited to send a CV and cover letter to:

Marie Healy, Administration Manager, University Concert Hall, University of Limerick.

**Please highlight that the position you would like to apply for is that of  
Administration Assistant**

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