

Assistant Accountant

The National Gallery of Ireland ('the Gallery') is Ireland's major national cultural institution devoted to the collection and care of fine art. Comprising more than 19,000 paintings, drawings, watercolours, miniatures, prints, sculpture and decorative arts, the institution's extensive holdings include masterpieces by many of the most celebrated figures in the history of western European art. In addition, the Gallery houses the most representative collection of historic Irish art. Funded mainly by the State, the Gallery employs more than 180 staff and provides free access to the public 361 days a year. The Gallery has received numerous recent awards and accreditations. These include accreditation under NSAI SWIFT 3000, which provides an independent evaluation of our compliance with the Code of Practice for the Governance of State Bodies and the RIAI's Silver Medal for Conservation and Restoration.

The Gallery wishes to recruit an **Assistant Accountant** in the Finance department on a permanent basis. The purpose of the role is to support the Financial Reporting Manager, and assist in the preparation of management accounts among other duties.

MAIN RESPONSIBILITIES

Reporting to the Financial Reporting Manager (or designated deputy), the successful candidate will:

- Assist in the preparation of monthly management accounts
- Perform month-end close activities, including bank reconciliations, journal entries, accruals, prepayments, and account reconciliations
- Assist with the annual audit cycle by preparing necessary documentation and addressing auditor queries
- Ensure departmental compliance with statutory reporting obligations, including the calculation, tracking, and reporting of Prompt Payment Interest and penalty compensation costs.

- Prepare the Finance section of the annual SEAI reporting with strict adherence to mandatory submission deadlines.
- Prepare and submit monthly Professional Services Withholding Tax (PSWT) returns.
- Review and approve weekly supplier payments before submission to the bank
- Document processes and procedures for the function
- Other duties and responsibilities as assigned

REQUIREMENTS FOR THE POSITION:

In order to be considered for this position, candidates will be expected to demonstrate evidence of the following:

- An Accounting Technician qualification or be a part qualified accountant
- Minimum 2 years of hands-on experience as an Accounts Assistant, Junior Accountant or equivalent
- Proven track record performing high-volume bank and balance sheet reconciliations with minimal supervision
- A working knowledge of Financial Management Systems, with strong proficiency in MS Office
- Clear motivation to develop a career in Finance
- Excellent accuracy and attention to detail, coupled with a methodical and organised approach to record keeping
- Strong interpersonal skills, and excellent verbal and written communication skills
- An adaptable and flexible attitude to work, with an ability to work under pressure and prioritise workload in order to meet deadlines
- An ability to build and maintain strong working relationships with internal and external stakeholders
- A proven ability to work on own initiative and as part of a team with minimal supervision
- A positive, proactive approach to work

Conditions of employment

This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. This may be subject to review in view of new structures and/or the changing needs of the Gallery. All employees are required to be compliant with NGI screening and Garda Vetting procedures. The post will be subject to a satisfactory medical check and successful completion of a successful probationary period. Applicants must be fluent in English and be eligible to work in Ireland.

Citizenship Requirements:

Eligible candidates must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland, pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who has a Stamp 4 permission or a Stamp 5 permission.

¹ Please note: A 50 TEU permission, which serves as a replacement for Stamp 4EUFAM after Brexit, is considered equivalent to Stamp 4.

To qualify candidates must be eligible by the date of any job offer.

JOB DETAILS AND APPLICATION INFORMATION

Grade and Salary

The salary for this position will be in accordance with the Professional Accountant Grade III (PPC) pay scale, as per the 1 June 2026 pay adjustments. The salary scale for this position is as follows:

€40,374 €42,921 €43,602 €47,001 €50,412 €53,886 €57,526 €59,823 €62,132

€64,461 €66,776 €69,097 €71,418 €73,732 €76,066 €78,644 LSI1 €81,218 LSI2

- The starting salary will be at the first point on the scale, €40,374 per annum, or on a higher point of the scale, as appropriate to the successful candidate, if appointed from an existing public sector role (in accordance with Circular 08/2019).
- Candidates should note the National Gallery of Ireland complies with Department of Public Expenditure and Reform regulations and guidelines on Public Service pay and conditions of employment.

Annual Leave: The successful candidate will be entitled to 25 days of annual leave pro rata

Superannuation: The successful candidate will be placed on the public sector pension scheme.

Benefits: The Gallery provides staff the opportunity to participate in the tax saver and cycle to work schemes.

Duration: Permanent

Working hours: Full time, 5 days a week – 35 hours per week (net of breaks). *Please note, flexibility is required and the successful candidate may be required to work occasional late evenings and weekends*

Any personal data that you provide when applying for this position shall be processed in accordance with our [Privacy Notice](#).

How to apply

To apply for this role, please submit your application online and upload the following documents in PDF format:

- CV (should be no more than three pages) detailing your relevant achievements and experience to date.
- Cover letter (should be no more than two pages) outlining why you wish to be considered and how your skills and experience meet the requirements of the role.

Only fully completed applications submitted before the closing date will be accepted.

All enquiries relating to the role can be sent through the messaging function within the Rezoomo application system, or alternatively to the HR Team at hrhelpdesk@ngi.ie.
Canvassing will disqualify.

Panel: Candidates should note that at the end of the candidate assessment process a panel of successful candidates may be formed based on order of merit, from which future positions may be filled.

Closing date for receipt of applications: 4th October 2026

Interviews will be scheduled in October 2026.

At the National Gallery of Ireland, we value equity, diversity and inclusion. We recognise the benefits it can bring to our staff and our visitors interactions. We celebrate difference and want our people to be representative of all communities. If you require reasonable accommodation for any part of the application process, please do not hesitate to let us know.

The National Gallery of Ireland is an equal opportunities employer