

Accounts & HR Operations Manager (Full-Time)

Job Description

Post Overview

The Lir, National Academy of Dramatic Art at Trinity College Dublin, is seeking to appoint an Accounts & HR Operations Manager on a full-time basis.

The Accounts & HR Operations Manager role combines end-to-end employee management with finance administration and offers a holistic view of the company's important resources. From implementing accurate payroll to supporting a smooth onboarding experience, the Accounts & HR Operations Manager plays a direct role in boosting employee satisfaction and productivity.

The Accounts & HR Operations Manager will support the Director of Administration in delivering day to day operations while promoting company policies and compliance with regulations. They will also bridge management and employee and/or student relations by addressing any grievances or other issues as required to ensure the implementation of dignity and respect practices at The Lir Academy. In all, the role offers a combination of data analysis, systems management and employee relations making it rewarding for candidates who enjoy technical, administrative and people-focused tasks.

The successful candidate will join the Lir Administration team which includes the Director of Administration and Company Secretary, the Academic Administrator, the Events and Operations Manager, the Admissions and Short Courses Manager, the Receptionist and the Academic Administrative Assistant.

Main Duties and Responsibilities:

HR Operations:

- **Employee Lifecycle:** Managing recruitment, onboarding and offboarding processes. Serving as a point of contact for employees for HR related queries and providing contracts of employment and all other HR documentations to all relevant employees.
- **Compliance:** Act as liaison with HR Partners ensuring all policies and handbooks stay updated with current employment legislation.

- **Administration:** Maintaining accurate employee data and managing leave or absence records in compliance with GDPR.
- **Employee Relations:** Supporting senior managers with performance reviews, grievance procedures and disciplinary matters. Oversee the Employee Assistance Programme, staff training and CPD records.
- **Payroll:** Implement the transfer of contract data including pension, bike-to-work and tax saver provisions for processing.
- **Promoting Dignity and Respect:** Attend Equality and Diversity Committee (EDC) meetings (three times a year) and report on dignity and respect management at the Academy. Minute EDC meetings.
- **Promoting Health & Safety:** Attend Safety Committee meetings (three times a year) and support the implementation of Health & Safety practices across the organisation.

Accounts Operations:

- **Payroll Management:** Implement end-to-end payroll processing including compilation of payroll data for accountant and final payments, ensuring accuracy.
- **Accounts Payable & Receivable:** Processing supplier invoices, managing payment runs, raising sales invoices and following up on overdue accounts.
- **Transaction Management:** Accurate recording of daily transactions through input and reconciliation in Sage.
- **Audit Support:** Upholding internal controls and supporting the Director of Administration in supplying documentation for the annual audit.

General

- Maintain professional standards in relation to confidentiality and ethics
- Assist the Director of Administration in the compilation and delivery of mandatory reporting
- Work closely with the Director of Administration to ensure the consistent delivery of efficient HR and finance services within the organisation and work to increase the organisation's overall effectiveness
- Support the Director of Administrative in the realisation and implementation of strategic ambitions within the HR and finance function of the organisation
- Promote a positive, open, friendly and professional working environment

Person Specification

Qualifications, Knowledge, Experience & Competencies

Qualifications

- A third-level qualification in Human Resources, Business Administration or related field, or the ability to demonstrate prior learning in related field (essential).
- CIPD Affiliation (desirable)

Knowledge & Experience

- Minimum 3-5 years' experience in a similar role (essential)
- Proficiency in accounting software (essential)
- A strong knowledge of current employment legislation (essential)
- Good interpersonal communication and conflict management skills (essential)
- Proven experience in supporting Equality, Diversity and Inclusion (EDI) in the workplace (essential)
- Experience in the not-for-profit / charity / university or arts sectors (desirable)

Competencies (essential)

- Good working knowledge of MS Office suite including Word, Excel, Access and PowerPoint. Good administrative and business support skills with proven ability to multi-task.
- Strong ability to organise and work effectively under time pressures and on own initiative.
- Have the ability to forward plan and anticipate problems before they arise.
- Excellent written and verbal communication.
- Display strong attention to detail and concern for accuracy.
- Ability to work both independently and as part of a team.
- Oral communication: convincing and confident when speaking to others; comes across as welcoming and approachable in manner .
- Written communication: an ability to communicate effectively in writing. Documents are clear, concise and error-free.
- Good organisational skills.
- Conscientious: Is accurate in their work and pays attention to detail.
- Deadline oriented: Can handle multiple tasks simultaneously and meet deadlines
- Resourceful: Can work on own initiative, knows where to find information/help and can problem solve

- Flexibility: Can operate flexibly within a busy work environment.
- Team worker: Can operate effectively as part of a team.
- Motivated: Displays a 'can-do' attitude; is committed to The Lir Academy and wishes to contribute to its development

Salary: €40,000

Working hours:

35-hour working week with general working hours being Monday-Friday, 9am-5pm. Flexible and/or hybrid working arrangements can be considered.

Application details: Interested candidates should submit a letter of application and a full CV to recruitment@thelir.ie

Deadline: Thursday 21st May 2026

Interviews:

Short-listed candidates will be contacted regarding interviews which will take place on **Thursday 28th May 2026**

Selected candidates will be expected to make themselves available for interview in Dublin.

Terms and Conditions of Employment:

The position is offered as a two-year contract, with potential for extension, and includes an initial six-month probationary period.

Annual leave entitlement includes 20 days annual leave plus an additional 5 working days over the Christmas period, when The Lir Academy closes for the holidays.

The successful candidate will also be enrolled onto the new auto-enrolment pension scheme, My Future Fund.

Start Date: On or before the 29th June 2026.

About The Lir Academy

The Lir, National Academy of Dramatic Art at Trinity College Dublin (The Lir Academy) was established in 2011, Offering a range of undergraduate, postgraduate and short courses, The Lir Academy is successfully supplying the theatre, TV, film and wider entertainment sector with students who have been trained to the highest standards possible. All training, from introductory level to degree level, is taught by industry professionals who take immense pride in teaching their craft. The Lir Academy offers a three-year Bachelor in Acting (Hons) degree, a three-year Bachelor in Stage Management & Technical Theatre (Hons) degree, a one-year Foundation Diploma in Acting & Theatre and one-year Master of Fine Art programmes in Playwriting, Stage Design (including set, costume and lighting) Theatre Directing and Theatre Producing. A range of short courses are also offered. The Lir Academy is synonymous with professional training in acting, voice, movement, stage management, stage construction, scenic art, lighting, sound, costume, playwriting, theatre directing, theatre producing and stage design. The Lir Academy is housed in a custom-designed building with facilities catering to the range of training on offer. It was founded by the Cathal Ryan Trust and Trinity College Dublin. For the first ten years of its existence, The Lir Academy had a formal association with the Royal Academy of Dramatic Art (RADA) in London who acted as International Advisors on the foundation of The Lir Academy. The Lir Academy and RADA continue to work together as peer conservatoires, acknowledging the close links established during their formal relationship.

[More about The Lir Academy](#)