



**Sheehan & Barry**  
Architects

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## PRACTICE MANAGER

30<sup>th</sup> May 2025

### Introduction

Sheehan & Barry Architects <https://sheehanandbarry.ie> is a busy, medium-sized architectural practice based in Ranelagh, Dublin 6. Established in 1981 in Dublin, Sheehan & Barry Architects have over 40 years of experience in providing excellent architectural [services](#) for projects in Dublin and across the country, with a particular expertise in [conservation](#), [interiors](#) and the [refurbishment](#) of existing buildings.

The practice prides itself on providing employees with a flexible, creative and welcoming environment within which to work and maintains a strong sense of teamwork and trust.

Sheehan and Barry are seeking to recruit a Practice Manager, a non-architectural but pivotal position in the company.

### THE JOB – PRACTICE MANAGER

The role is key to the smooth running of the business and is one where, reporting to the directors, the Practice Manager:

1. Is a lead and positive point of contact with clients, including telephone and email contact, as well as attending meetings and drafting and issuing minutes.
2. Is proactive in ensuring that the practice and its finances are managed efficiently, effectively and safely. In particular the Practice Manager plays a key role in financial management.
3. Supports the directors and other staff in the management of work, in particular by devising and implementing administrative processes and procedures and standardising their implementation within the company.
4. Is proactive in ensuring that the practice and its finances are managed efficiently, effectively and safely.
5. Works with our project management software to track work and produce regular reports. The practice manager will be responsible inter alia for the issuing of invoices and credit control with clients and suppliers and working with the practice bookkeeper on an ongoing basis.
6. Reviews and updates office procedures and relevant handbooks, including some HR functions. Acts as a first point of contact for staff in relation to HR matters and is responsible for maintenance of HR records, including contact, holiday rosters.
7. Is responsible for the maintenance of files and for devising and implementing new systems.
8. Facilitates business development and deal with general enquiries.  
Business development may include for example: website administration, compiling tenders, organising photography and publicity, etc
9. Other duties as may arise from time to time, and those encompassed by responsibility for the administrative area.



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### THE PERSON – ESSENTIAL EXPERIENCE

The person who can fulfil this role will have:

- A minimum of five years experience of working in an office environment in a capacity which involves judgement and decision making
- Experience of working within complex projects and environments
- Experience of successfully having been in a public or client facing role
- Demonstrable financial sense and budget management experience
- Experience of using and managing the implementation of IT systems in an office environment. It is anticipated that the person will have a proficiency in commonly used software such as Word, Powerpoint and Excel, and the ability to adapt to practice-specific software.

### DESIRABLE EXPERIENCE

- Ideally the person appointed to this role would have experience of management of office systems and processes and an interest in developing these skills further.
- Experience of working with or in architectural or construction environments is desirable

### PERSONAL CHARACTERISTICS

The company is seeking a person to fill this role who can demonstrate that they are:

- Professionally capable, mature and confident, managing projects with others and bringing them successfully to conclusion
- A strong problem-solver with the capability to anticipate issues
- Someone who enjoys working with clients and suppliers and developing strong interpersonal relationships
- Is disciplined, motivated and self-directed, capable of developing new systems and welcoming of innovation

### PRACTICAL DETAILS

This is a permanent full-time position following a three month probationary period. The normal hours of work are Monday – Friday 9am to 5:30pm with one hour for lunch. The company offers all of its new employees 20 days annual leave per annum.

The Practice Manager reports to all three directors in the practice, but there is a direct reporting relationship with one director on a regular basis.

### SALARY

The salary being offered is 50,000 euro per annum.

### ARE YOU INTERESTED?

If you think this could be for you, and would like to apply, please forward in confidence a CV and one page letter of application to [ros@sbl.ie](mailto:ros@sbl.ie) no later than **5pm on Friday 20<sup>th</sup> June 2025**. We ask that you include the names and contact details of two referees on your CV but we will not contact any referees without your consent.

Please note we plan to hold interviews for this position on **30<sup>th</sup> June 2025**.

ENDS