

ADVERT ID 134980

Secretary / Administrator

Firhouse Educate Together Secondary School

Oldcourt Road Ballycullen D24 NY6R
<https://www.firhouseetss.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed May 27 2020
Application Closing Date: Thu Jun 4 2020
Commencement Date: Wed Aug 19 2020
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 10

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Droichead school: Yes

POST DETAILS

Additional Information:

A wonderful opportunity to join the expanding team in Firhouse Educate Together Secondary School, performing various bookkeeping tasks and offering additional administration support to the School Secretary.

Key Duties and Responsibilities:

- Performing all school bookkeeping duties including accounts payable, banking and staff payroll
- Maintaining accounting software and various other administration systems
- Dealing with all school invoicing
- Maintaining petty cash records
- Preparing monthly reports for the BOM
- Liaising with the School Accountant and preparing books for annual submission
- Answering phone and dealing with in-house enquiries, when required
- Performing clerical and other related duties as required by School Principal or School Secretary.

Qualifications and experience:

- A third level qualification in a related field is preferable with a minimum of 3 years bookkeeping and payroll experience
- Must have knowledge of accounting and payroll packages
- Excellent computer skills are essential
- Willingness to work as a part of a team
- Organised, motivated and professional.

Hours:

- 10 hours per week – days and times to be discussed
- Based in the school administration office working with the School Secretary during term time
- Some additional hours may be required during school holidays

Firhouse Educate Together Secondary School, opened in August 2018 as a restorative, equality-based second-level school. Our school motto, Be Your Best Self, is something that the whole school community tries to live by.

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 68307J
Apply To: Ballycullen Dr.
Firhouse
D24FW9Y
County: Dublin
Postal District: Dublin 24
Enquiries To: hello@firhouseetss.ie
+35319618199
Website: <https://www.firhouseetss.ie>

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