

ADVERT ID 146331

Secretary / Administrator

Chanel College

Secretary to the Board of Management Chanel College Malahide Road Dublin 5 D05 EY86
<https://www.chanelcollege.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Jan 7 2021
Application Closing Date: Fri Jan 22 2021
Commencement Date: Mon Feb 1 2021
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 39

SCHOOL DETAILS

School Type: Secondary School
School Structure: Boys
Current Enrolment: 467
Droichead school: Yes

POST DETAILS

Additional Information:

Accounts Secretary (Full-Time)

Top reasons to join us:

1. Diversity
2. Great culture
3. Great work life balance
4. Ability to grow and develop

Overall Responsibility

The Accounts Secretary will report directly to the Principal, and will provide financial and administrative support to the Principal and his team in the delivery of all their key functions. The Accounts Secretary is responsible for the efficient organisation and administration of the Accounts Office and of keeping the Principal fully informed of all financial issues.

Confidentiality and discretion of a very high level is expected.

Duties will include:

- Responsibility for school income and expenditure controls.
- Preparation of monthly reports for Board of Management.
- Preparation of accounts to trial balance stage and liaising with the auditor at the year end.
- Responsibility for processing the Payroll and submitting the statutory returns to the Revenue Commissioners.
- Operation of VAT & RCT as per Revenue requirements.
- Updating school and DES database.
- Processing student enrolments.
- OLCS returns.
- General secretarial duties.

REQUIRED SKILLS/EXPERIENCE

The Accounts Secretary will be an integral member at Chanel College. The ideal candidate will have:

- Have Accounting Technician or equivalent qualification.
- Have a minimum of 3 years' experience in computerised accounting role.
- Have experience in computerised payroll such as Thesaurus.
- Be receptive and willing to upskill.
- Have excellent interpersonal and communication skills.
- Be highly computer literate.
- Be able to work on own initiative.

Please see www.chanelcollege.ie for further information.

Garda Vetting will apply; canvassing will disqualify; shortlisting may apply. Chanel College is an equal opportunities employer.

Applications by way of email only. Please email Curriculum Vitae including references to applications@chanelcollege.ie.

The closing date for applications is 5pm Friday 22nd January 2021

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	60550B
Apply To:	Secretary to the Board of Management Chanel College Coolock Village Malahide Road, Dublin 5 D05 EY86
County:	Dublin
Postal District:	Dublin 5
Enquiries To:	applications@chanelcollege.ie 018480655
Website:	https://www.chanelcollege.ie

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