

ADVERT ID 174378

Secretary / Administrator

Holy Faith Secondary School

1 Belgrove Road Clontarf Dublin 3 Dublin D03R528
<https://www.holyfaithclontarf.com>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Fri Jun 24 2022 14:32:27
Application Closing Date: Wed Jun 29 2022
Commencement Date: Thu Aug 4 2022
Status of Post: Acting
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Current Enrolment: 648
Droichead school: Yes

POST DETAILS

Additional Information: The position is a part-time temporary post of School Accounts Secretary in Holy Faith Secondary School, Clontarf. The accounts Secretary will report directly to the Principal, and will provide financial and administrative support to the Principal and her team in the delivery of all their key functions. The School 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.

While an understanding of working in a school environment desirable it is not essential. Candidates should have knowledge of managing accounts, budgeting and preparing financial reports together with strong IT skills particularly Excel and MS Office, SAGE50 etc. Confidentiality and discretion of a very high level is expected in this role.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 60750J
Apply To: 1 Belgrove Road
Clontarf
Dublin 3
Dublin
D03R528
County: Dublin
Postal District: Dublin 3
Enquiries To: principal@holyfaithclontarf.com
01 8332754
Website: <https://www.holyfaithclontarf.com>
Further Information: <https://www.holyfaithclontarf.com>

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