

ADVERT ID 203540

Secretary / Administrator

St Joseph's Secondary School

Convent Lane Rush Co. Dublin Rush K56A308

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed Sep 27 2023 14:31:34
Application Closing Date: Fri Oct 6 2023
Commencement Date: Mon Oct 9 2023
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 18

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Current Enrolment: 920
Droichead school: Yes

POST DETAILS

Additional Information:

Role: Part-Time Bookkeeper/Accounts Person

Hours: Baseline of 18-20 hours per week

Duties will include:

- Fortnightly Payroll
- Invoice processing
- Creditors and Debtors ledgers
- Financial reporting to senior management and finance committee
- Prepare monthly bank reconciliations
- ROS returns
- Deal with all queries in a timely and professional manner
- Ensure correct PO procedures are followed
- Budget Preparation
- Petty cash management
- Facilitate credit card payments and review all receipts
- Ad Hoc financial report requests.
- Liaise with and facilitate the statutory auditors in the finalisation of financial accounts

Key Requirements

- Proven minimum working experience of 3-5 years in bookkeeping/accounts role
- Qualified Accounting technician or higher
- Experience in the use of accounting software (Sage, Thesaurus or equivalent)
- Excellent PC skills – Highly proficient in MS Excel and Word.
- Excellent communication skills, both verbal and written

• Desirable:

- Electronic Banking experience
- Knowledge of RCT, VAT, PAYE returns process
- Ability to communicate effectively and comfortably with staff and students
- Willingness to assume significant responsibility

Email For full terms and conditions

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 60343T
Apply To: Convent Lane
Rush
Co. Dublin
Rush
K56A308
County: Dublin
Postal District: County Dublin
Enquiries To: office@stjosephsrush.com
Website:

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