

ADVERT ID 208987

## General

### Blackrock Education Centre

Kill Avenue Dun Laoghaire Dun Laoghaire A96 EW01  
<https://www.blackrockec.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Thu Mar 14 2024 18:32:50  
**Application Closing Date:** Tue Apr 2 2024  
**Commencement Date:** Mon Apr 29 2024  
**Status of Post:** Other  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:** Bursar  
**Description:** Bursar  
 Blackrock Education Centre  
 • Permanent Part Time  
 • Salary – Depending on experience (ETB Salary Scale applicable)  
**Job Description**  
 • Annual Budget preparation and submission to the Department of Education  
 • Preparation of Management Accounts and forecasting  
 • Year-end Audit preparation and submission to the Department of Education  
 • Liaising with external service providers, including external auditors  
 • Maintenance of Fixed Asset Register  
 • Preparation of Accruals and Prepayments  
 • Year End Adjustments  
 • Provide support to other services within Blackrock Education Centre (BEC) e.g., ALFA, TPN, JCSP and BEC Publishing  
 • Preparation of monthly claw back invoices for salaries, expenses etc. for JCSP, ALFA, TPN and BEC Publishing  
 • General accounts support to members of staff, Director, and Management Committee  
 • Completion and submission of annual budget to OIDE  
 • Completion and submission of NDP returns  
 • Review and approval of monthly CDETB Librarian salaries for payment.  
 • Completion and submission of annual Desk Based Review  
 • Prepare and submit drawdown requests to the Department of Education  
 • Attending monthly ARC committee meetings  
 • Any other tasks deemed necessary at the request of the Director, Treasurer and /or Management Committee  
  
**Desirable Education & Skills:**  
 Finance qualifications or equivalent. Experience working in a similar role with strong IT skills. Experience working as a team member. Proficiency in English desirable.  
  
**How to apply**  
 Please send a full CV to [director@blackrockec.ie](mailto:director@blackrockec.ie). Closing date for receipt of applications will be 5 p.m. on the 2nd April 2024. Only shortlisted candidates will be contacted for interviews. The Management Committee of Blackrock Education Centre follows advised vetting and recruitment procedures as per JMB guidelines and DES Circulars.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Apply To:** [director@blackrockec.ie](mailto:director@blackrockec.ie)  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [director@blackrockec.ie](mailto:director@blackrockec.ie)  
**Website:** <https://www.blackrockec.ie>

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