

ADVERT ID 212107

Secretary / Administrator

CBS Secondary School Kilkenny

James's St Kilkenny R95H985
<https://www.cbaskilkenny.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Apr 30 2024 19:04:30
Application Closing Date: Wed May 15 2024
Commencement Date: Mon Jun 10 2024
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 17.5

SCHOOL DETAILS

School Type: Voluntary Secondary School

POST DETAILS

Additional Information: The Board of Management of CBS Secondary School Kilkenny invites applications for the role of Accounts Secretary/Bursar (Part-Time).

The successful candidate will have/demonstrate:
Appropriate qualifications
Experience in a busy organistaiton / educational setting
Excellent experience in Sage 50 and other leading software accounts and payroll packages
Flexibility in the role
Excellent interpersonal skills
Complete confidentiality

Application consists of a CV and Reference Contact Details by post/email to:

office@cbaskilkenny.ie
(Use "Bursar Role" as the email subject)

and/or

(Mark the envelope "Bursar Role")
Secretary of Board of Management
CBS Secondary School Kilkenny
James's St
Kilkenny
R95H985

APPLICATION REQUIREMENTS

- CV (Unbound/Slide Binder)
- CV (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 61550g
Apply To: James's St
Kilkenny
R95H985
County: Kilkenny
Enquiries To: office@cbskilkenny.ie
Website: <https://www.cbskilkenny.ie>
Further Information: <https://cbskilkenny.ie>

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