

ADVERT ID 218175

Secretary / Administrator

Presentation College

Askea Carlow R93 F298

<https://www.presentationcollegecarlow.com>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed Jun 12 2024
Application Closing Date: Mon Jun 24 2024
Commencement Date: Mon Aug 19 2024
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Voluntary Secondary School
Current Enrolment: 800

POST DETAILS

Additional Information:

Presentation College, Carlow is seeking a full-time Bursar/Financial Administrator. This role commands a person who can ensure efficiency, confidentiality, discretion and financial propriety. The Bursar will report directly to the Principal and will be responsible for the school's financial management to include:-

- Bank and cash control including the use of Merchant Banking
- Management of Purchase Order System and paying of all invoices, etc., in a timely manner
- Day-to-day and monthly accounts
- Monthly Financial Reports to the Board of Management Finance Sub-Committee and CEIST (School Trustee Body)
- Liaising with the Financial Support Services Unit, within the Joint Managerial Body – Secretariat of Secondary Schools, on all financial issues pertaining to the school's accounts
- Producing year-end accounts for audit by the school accountant
- Assisting in annual budget preparation
- Weekly and fortnightly payroll
- Revenue Returns (PAYE/PRSI, VAT/RCT/ERR)

Knowledge and experience of using SAGE 50 and SAGE Payroll essential. Previous experience of working in a school environment an advantage. Training and upskilling will be provided as necessary.

Applications to be received by 4:00pm on 24th June 2024.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 61141M
Apply To: principal@presentationcollegecarlow.com
County: Carlow
Website: <https://www.presentationcollegecarlow.com>

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