

ID FÃ©GRA 237005

## RÃ©naÃ© / RiarthÃ©ir

## St Vincent's Secondary School

Seatown Place Seatown Place Dundalk A91 EW81  
<https://www.stv.ie>

## PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©omhaithe
LeibhÃ©al:	Iarbhunscoil
DÃ©ta PostÃ©ilte:	Aoine Meith 6 2025
SpriocdhÃ©ta le haghaidh larratas:	CÃ©ad Meith 18 2025
DÃ©ta Tosaithe:	Luan MFÃ©mh 1 2025
StÃ©idas an Phoist:	Buan
LÃ©on na bhFolÃ©ntas:	1
LÃ©on uaireanta sa tseachtain:	32

## SONRAÃ© SCOILE

CineÃ©il Scoile:	MeÃ©inscoil Dheonach
StruchtÃ©r na Scoile:	CailÃ©nÃ©
Rolla Reatha:	927
Scoil Droichead:	NÃ©l

## SONRAÃ© AN PHOIST

## Eolas Breise:

Accounts Secretary Position.

## Role Overview:

The accounts secretary will report directly to the Principal and will provide financial and administrative support to the Principal and Senior Leadership team in the delivery of all their key functions. The 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.

## Requirements and Qualifications:

The successful candidates must have the following experience necessary for the position;

- â?¢Have experience in bookkeeping/accounts role.
- â?¢Have experience in accounts software package.
- â?¢Have experience in payroll software package.
- â?¢A knowledge of payroll, RCT and VAT.
- â?¢Excellent level of numerical and analytical skills
- â?¢Experience of business online banking and processing payment runs.
- â?¢Experience in the software packages, Excel, Word, and Outlook
- â?¢Be receptive and willing to upskill
- â?¢Have excellent interpersonal and communication skills.
- â?¢Ability to handle multiple tasks simultaneously.
- â?¢A high degree of discretion and ability to work with sensitive and confidential data.
- â?¢Commitment to meeting deadlines

## Desirable Requirements:

It is desirable that the successful candidates have:

- â?¢Knowledge of school finances
- â?¢Experience Sage50.
- â?¢Experience of producing month end reports

## Duties will include:

- â?¢Data entry to accounts package to include

- entering suppliers Invoices and reconciliation of creditors balances to statements.
- entering of bank payments and receipts
- monthly bank reconciliations
- Processing of payment run on the schools online banking account.
- Reconciliation of all Balance Sheet figures and preparation of control accounts.
- Analysis of all Income and Expenditure Account figures.
- Preparation of monthly reports for board of management.
- Preparation of accounts to trial balance stage.
- Preparation of other financial reports as requested by the Principal.
- Operation of VAT & RCT as per Revenue requirements.
- Process the Payroll on a timely and accurate basis of weekly and monthly payments
- Operate the payroll system and manage all statutory deductions
- Submit statutory returns to the Revenue Commissioners for payroll, VAT and RCT.
- Inputting OLCS records. No experience necessary as training will be provided.

While not being exhaustive it does attempt to indicate the range and level of duties associated with the job.

Hours of work: 32 hours per week

Salary: Secretaries recruited must be employed by schools on the new terms and conditions set out in Department of Education Circular Letter 0020/2025 Accounts secretary will be employed at point one of the school secretaries pay scale unless currently working as a school secretary. Point 1 on the scale starts at €30,811 per annum. Long service increment €47,946. Annual leave entitlements 22 days plus public holidays.

## RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbh Reacht il bail ag an duine a cheapfar agus go gcomhláinadh siad an Fhoirm Ghealltanais.](#)
- Litir Iarratais
- Réiteoir (ainm, rár, uimhir theagmhla.)
- CV (Digiteach)

Is fídir iarratais a chur isteach tr

- Réomhphost

Fáilte roimh cheisteanna ar an ngutháin

## CUIR IARRATAS ISTEACH AR AN bhFOLÓNTAS SEO

**Uimhir Rolla:** 63900R  
**Cuir Iarratas Chuig:** educationposts@stv.ie  
**Contae:** LA  
**Ceisteanna Chuig:** [smt@stv.ie](mailto:smt@stv.ie)  
**Suíomh Gráasáin:** <https://www.stv.ie>

Is ag IPPN atá an cás ipheart i dtaca leis an fhaisnéis san fhásgra seo agus dá anann IPPN a cheadá n le haghaidh áisáide ag cuardaitheoir post amháin. Ní fídir an fhaisnéis atá ann a áoslá d áil, a chásipeáil ná a áisáid chun crócha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaóchta agus fásgaóchta eile, gan cead sainráite i scrábhinn a fháil roimh rár á IPPN.