

ADVERT ID 262093

General

Financial Support Services Unit (FSSU)

Athlone Westmeath N37 H043

<https://www.fssu.ie>



MAIN DETAILS

Status: Active
Level: Other Education
Date Posted: Fri Sep 11 2026
Application Closing Date: Fri Oct 2 2026
Status of Post: Fixed-term
Number of Vacancies: 1

POST DETAILS

Title:
 Accounting Technician

Description:
 Fully Remote Position

The role:

Provision of support and training for in house excel based package, Sage 50 and Bright packages
 Development of standard operating procedures and support materials
 Provision of online and remote access support and training to individuals and groups
 Any other deliverables as determined by the Director
 Preparation and delivery of webinar material and training videos

Please note the following:

Travel will be required for attendance at meetings and travel to schools may be required.
 The role is a permanent role subject to probation period of 6 months.
 Normal working hours are 9am to 5pm. Working hours of 11am to 7pm may be required on occasion.

The successful candidate must: (see role profile for full list)

- (a) Be a fully qualified Accounting Technician or equivalent
- (b) Have a minimum of 3 years post qualification experience (PQE)
- (c) Ability to work remotely
- (d) Excellent level of numerical and analytical skills including collation of data
- (e) Excellent communication skills, exceptional oral and written communications capabilities
- (f) Ability to communicate effectively and comfortably with client personnel of all levels of accounting expertise through the media of telephone, online and face to face
- (g) A high level of knowledge of RCT and VAT procedures relevant to a school environment
- (h) Ability to prepare cashflow statements and budgets

APPLICATION REQUIREMENTS

- Application Form

Applications may be submitted by

- Email
- External Application Form

APPLY TO THIS JOB VACANCY

Apply To: Application form is to completed and sent by email to recruitment@fssu.ie

Application form and job profile is available on our website.

County: Westmeath

Website: <https://www.fssu.ie>

Further Information: <https://www.fssu.ie/post-primary/about-us/vacancies/>

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