

ADVERT ID 86162 *

Secretary

Monkstown ETNS

FAO:Chairperson Address: applications@metns.ie

https://www.metns.ie

MAIN DETAILS

Status: Deactivated Level: Primary

Date Posted: Fri Jun 9 2017 12:00:13

Application Closing Date: Fri Jun 23 2017

Commencement Date: Tue Aug 29 2017

Status of Post: Part-Time

Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical

Gender: Co-Educational

School Patronage: Other
Total number of staff: 43
Current Enrolment: 450

POST DETAILS

Additional Information: ? Position is specifically in area of Finance Administrator

Duties and Responsibilities include the following:

Maintain primary records for the School to Trial Balance level. ? Monthly Billing of Afterschool Bills and receipting of money.

? Monthly Payroll on Collsoft Wages System for BOM employees and returns to the revenue.

? Maintaining Xero Account package including Creditors invoices getting authorisation and organising payment.

? Maintain School's bank accounts, including lodgements and reconciliations.? Close off month end and prepare management accounts for the Board of

Management ("BOM").

? Assist in forecasting / budgeting as required by the BOM.

? Assist in general office administration and reception, as required.

? Assist in maintaining good internal controls and processes.

? Liaising with the School's auditors at year end.

Criteria/Skills/Experience:

- ? 3 years + work experience in the finance function of a school (or similar)
- ? A relevant bookkeeping qualification is desirable.
- ? Enthusiastic and hardworking individual committed to working in an enjoyable and busy office environment.
- ? Excellent attention to detail, strong organisational and communication skills, and professional manner.
- ? Strong Excel skills and knowledge of accounting package Xero preferred.
- ? Commitment to and support of the school ethos.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

Email

APPLY TO THIS JOB VACANCY

Roll Number: 20060G

Apply To: FAO:Chairperson

Address: applications@metns.ie

County: Dublin

Email Address: applications@metns.ie

Phone:

Website: https://www.metns.ie

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.