

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

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