

ADVERT ID 99482 *

Secretary / Administrator

Ursuline Secondary School

ucbjobapplication@gmail.com 'Secretary Finance Person' FAO: Chairperson Board of Management Ursuline Secondary School
Blackrock Cork T12HR104
<https://www.ursulinecork.com>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Mon Apr 16 2018 16:24:12
Application Closing Date: Wed Apr 25 2018
Commencement Date: Mon May 7 2018
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37.5

SCHOOL DETAILS

School Type: Secondary School
Trustees: Le Cheile
School Structure: Girls

POST DETAILS

Additional Information: Applications for post of Secretary/Finance Person is sought from suitably qualified candidates. The role offers candidates an opportunity to work in an engaging office environment. It is expected that about one third of the time will be spent on financial administration. The duties of the Secretary/Finance Person will include:

- Answering phone and logging queries
- Data Entry on school administration software
- Diary Management
- Maintaining files, including photocopying, scanning, filing (paper and electronically)
- Assisting with other administrative duties as they arise
- Assisting with collation of invoices, statements, delivery notes in preparation for payment
- Adminstrating and recording income and expenditure on a weekly basis
- Preparation of accounts - monthly and final
- Processing the Payroll weekly and monthly as required
- Produce standard reports on Income and Expenditure, Balance Sheet, Cash-flow and on Bank Balance.

The ideal candidate should:

- Have at least 5 years office experience - Training in Sage 50 and payroll an advantage
- Have Excellent phone manner
- Proficient in Microsoft Office, Excel, Gmail and Payroll
- Ability to prioritise work and work under pressure.
- Highly dependable and trustworthy: maintain confidentiality having access to extremely sensitive documents.

Shortlisting may apply

APPLICATION REQUIREMENTS

- References (written)
- Referees (name, role, contact no.)

- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 62650P
Apply To: ucbjobapplication@gmail.com
'Secretary Finance Person'
FAO: Chairperson Board of Management
Ursuline Secondary School
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