

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  
Blackrock  
Cork  
T12HR104  
**County:** Cork  
**Email Address:** [ucbjobapplication@gmail.com](mailto:ucbjobapplication@gmail.com)  
**Phone:**  
**Website:** <https://www.ursulinecork.com>

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