

ADVERT ID 164650

Secretary / Administrator

Firhouse Educate Together Secondary School

Oldcourt Road Ballycullen D24 NY6R
<https://www.firhouseetss.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Jan 11 2022 10:11:21
Application Closing Date: Tue Jan 25 2022
Commencement Date: Mon Feb 7 2022
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Secondary School
School Structure: Co-Educational
Droichead school: Yes

POST DETAILS

Additional Information: A wonderful opportunity to join the expanding team in Firhouse Educate Together Secondary School, performing various bookkeeping tasks and offering additional administration support to the school secretary.

Key Duties and Responsibilities:

- Performing all school bookkeeping duties including accounts payable, banking and staff payroll
- Maintaining accounting software and various other administration systems
- Dealing with all school ordering and invoicing
- Maintaining petty cash records
- Preparing monthly reports for the BOM
- Liaising with the school accountant and preparing books for annual submission
- Keeping an inventory of all school equipment
- Answering phone and dealing with in-house enquiries, when required
- Performing clerical and other related duties as required by the school principal.

Qualifications and experience:

- A third level qualification in a related field is preferable with a minimum of 3 years bookkeeping and payroll experience
- Must have knowledge of accounting and payroll packages
- Excellent computer skills are essential
- Willingness to work as a part of a team
- Organised, motivated and professional.

Hours:

- 20 hours per week – days and times to be discussed
- Some additional hours may be required from time to time and as the school grows.

Please email your CV, letter of application, 2 written references and copies of relevant qualifications to recruitment@firhouseetss.ie.

Firhouse Educate Together Secondary School, opened in August 2018 as a restorative, equality-

based second-level school. Our school motto, Be Your Best Self, is something that the whole school community tries to live by daily.

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- 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: 68307J
Apply To: recruitment@firhouseetss.ie
County: Dublin
Postal District: Dublin 24
Enquiries To: recruitment@firhouseetss.ie
+35319618199
Website: <https://www.firhouseetss.ie>

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