

ADVERT ID 147014

Secretary / Administrator

St Laurence College

Wyattville, Loughlinstown Dublin 18 Loughlinstown D18 AK07

<http://stlaurencecollege.com/>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Mar 2 2021
Application Closing Date: Mon Mar 8 2021
Commencement Date: Mon Mar 15 2021
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37.5

SCHOOL DETAILS

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

POST DETAILS

Additional Information:

Overall Responsibility

The Secondary School Accounts Secretary will report directly to the Principal, and will provide Administrative and financial support to the Principal and his/her team in the delivery of all their key functions. S/he is responsible for the efficient organisation and administration of the office and for keeping the Principal fully informed of all administrative and financial issues. The scope of work done by the Administrative / Financial Secretary depends largely on a school's needs and circumstances over the course of the school year. Confidentiality and discretion of a very high level is mandatory.

Duties will include:

- Responsibility for school income and expenditure controls.
- Preparation of monthly reports for Board of Management.
- Preparation of accounts to trial balance stage and liaising with the auditor at the year end.
- Responsibility for processing the Payroll and submitting the statutory returns to the Revenue Commissioners.
- Operation of VAT & RCT as per Revenue requirements.
- Updating school and DES database.
- Processing student enrolments.
- OLCS returns.
- General secretarial duties. Providing clerical and administrative support to the Principal, and support for the Deputy Principal and teaching staff
- Adhering to rigorous student and staff confidentiality protocols in all circumstances
- Manage school administrative systems and information in accordance with school and DES procedures, following education legislation
- Managing all information received in the office

The ideal candidate must:

- Have excellent administrative training and experience
- Be Flexible and a team player
- Be highly computer literate.
- Be able to work on your own initiative.

Have excellent interpersonal and communication skills.
Have an Accounting Technician or equivalent qualification.
Have a minimum of 3 years' experience in computerised. accounting role.
Have experience in computerised payroll such as Sage 5
Be receptive and willing to upskill

Garda Vetting will apply; canvassing will disqualify; shortlisting may apply. St. Laurence College is an equal opportunities employer.

How to apply: Please email Curriculum Vitae, together with references and the contact details for two professional referees by email to: principal@stlaurencecollege.com before 5pm on 08-03-2021

Only shortlisted candidates will be contacted.

APPLICATION REQUIREMENTS

- 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:	60262T
Apply To:	Loughlinstown Dublin 18
County:	Dublin
Postal District:	Dublin 18
Enquiries To:	principal@stlaurencecollege.com 012826930
Website:	http://stlaurencecollege.com/

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