

ADVERT ID 164650

## Secretary / Administrator

### Firhouse Educate Together Secondary School

Oldcourt Road Ballycullen D24 NY6R

<https://www.firhouseetss.ie>

#### MAIN DETAILS

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

#### SCHOOL DETAILS

<b>School Type:</b>	Secondary School
<b>School Structure:</b>	Co-Educational
<b>Droichead school:</b>	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](mailto: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

<b>Roll Number:</b>	68307J
<b>Apply To:</b>	<a href="mailto:recruitment@firhouseetss.ie">recruitment@firhouseetss.ie</a>
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 24
<b>Enquiries To:</b>	<a href="mailto:recruitment@firhouseetss.ie">recruitment@firhouseetss.ie</a> +35319618199
<b>Website:</b>	<a href="https://www.firhouseetss.ie">https://www.firhouseetss.ie</a>

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