

ADVERT ID 242832

Secretary / Administrator

Meánscoil Iognáid Rís

Naas Naas W91VF9H
<https://www.naascbs.ie>

MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Mon Aug 11 2025
Application Closing Date: Mon Sep 8 2025
Commencement Date: Wed Oct 1 2025
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 30

SCHOOL DETAILS

School Type: Voluntary Secondary School
Current Enrolment: 1020

POST DETAILS

Additional Information:

We are looking for an Accounts Technician with knowledge of Payroll, Revenue, Sage/Accounts, VAT/RCT etc. Their role would include preparation of accounts for external accountant. We are looking at 4 days a week but we are flexible to move either way.

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 61710c
Apply To: principal@naascbs.ie and admin@naascbs.ie

Naas CBS
Naas
Co Kildare
W91VF9H
County: Kildare
Enquiries To: admin@naascbs.ie
Website: <https://www.naascbs.ie>

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