

ADVERT ID 246093

Secretary / Administrator

Colaiste Choilm

Dublin Road Swords

<https://www.colaistechoilmswords.ie>

MAIN DETAILS

Status:	Deactivated
Level:	Post Primary
Date Posted:	Tue Oct 28 2025
Application Closing Date:	Sun Nov 2 2025
Commencement Date:	Mon Nov 10 2025
Status of Post:	Fixed-term
Number of Vacancies:	1
Number of hours per week:	20

SCHOOL DETAILS

School Type: Secondary School

POST DETAILS

Additional Information:

Coláiste Choilm

Dublin Road, Swords, County Dublin. K67 KW30

Applications are invited for the following position:

Accounts Secretary (20 hours p.w.)

CLOSING DATE FOR RECEIPT OF CV'S: 02/11/25 at 4p.m.

Role Overview:

The accounts secretary will report directly to the Principal, and will provide financial and administrative support to the Principal and his/her team in the delivery of all their key functions. The accounts secretary is responsible for the efficient organisation and administration of the accounts office and of keeping the Principal fully informed of all financial issues.

Requirements and Qualifications:

The successful candidates must have the following qualifications and experience necessary for the position;

- Be a fully qualified accounting technician.
- Have a minimum of 3 years' experience in bookkeeping/ accountancy role.
- Have experience in computerised accounts package.
- Have experience in computerised payroll package.
- A knowledge of payroll, RCT and VAT.
- Excellent level of numerical and analytical skills
- Experience of business online banking and processing payment runs.
- Experience in the software packages, Excel, Word, and Outlook
- Be receptive and willing to upskill
- Have excellent interpersonal and communication skills.
- Ability to handle multiple tasks simultaneously.
- A high degree of discretion and ability to work with sensitive and confidential data.
- Commitment to meeting deadlines

Desirable Requirements:

It is desirable that the successful candidates have:

- Knowledge of school finances
- Experience of Sage Payroll and Quickbooks
- Experience of producing month end reports

Duties will include:

- Data entry to accounts package to include
 - entering suppliers Invoices and reconciliation of creditors balances to statements.
 - entering of bank payments and receipts
 - monthly bank reconciliations
- Processing of payment run on the schools online banking account.
- Reconciliation of all Balance Sheet figures and preparation of control accounts.
- Analysis of all Income and Expenditure Account figures.
- Preparation of monthly reports for board of management.
- Preparation of accounts to trial balance stage and liaising with the external school accountant at the year end.
- Preparation of other financial reports as requested by the Principal.
- Operation of VAT & RCT as per Revenue requirements.
- Process the Payroll on a timely and accurate basis of weekly and monthly payments
- Operate the payroll system and manage all statutory deductions
- Submit statutory returns to the Revenue Commissioners for payroll, VAT and RCT.
- Other ad hoc duties at the discretion of the school Principal.
- Assist the Principal with the preparation of the draft school budget

While not being exhaustive it does attempt to indicate the range and level of duties associated with the job.

Salary: Secretaries recruited must be employed by schools on the new terms and conditions set out in Department of Education Circular Letter 0036/2022 "Revision of Salaries and Annual Leave arrangements for School Secretaries employed in recognised primary and post primary schools". Accounts secretary will be employed at point one of the school secretaries pay scale. The employer of this position will be the board of management of Coláiste Choilm, Swords.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection Training and related online training. Canvassing will disqualify; shortlisting may apply.

Only shortlisted candidates will be contacted.

Please send Curriculum Vitae, together with references and contact details of referees by email, to the Principal using the email address recruitment@colaistechoilmswords.ie on or before 4:00p.m. on 2nd November 2025.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 60383I
Apply To: Coláiste Choilm
Dublin Road
Swords
County Dublin
County: Dublin
Postal District: County Dublin
Enquiries To: recruitment@colaistechoilmswords.ie
Website: <https://www.colaistechoilmswords.ie>
Further Information: <https://www.colaistechoilmswords.ie>

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