ADVERT ID 264078

Secretary / Administrator

Mount Mercy College

Model Farm Road Cork Cork T12 AD60
https://www.mountmercy.ie

MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Wed Nov 11 2026
Application Closing Date:	Wed Nov 25 2026
Commencement Date:	Wed Jan 6 2027
Status of Post:	Permanent
Number of Vacancies:	1
Number of hours per week:	37

SCHOOL DETAILS

School Type:	Secondary School
School Structure:	Girls
Current Enrolment:	800
Droichead school:	Yes

POST DETAILS

Additional Information:
Mount Mercy College invites applications for the position of Full-Time School Accounts Secretary.

The successful candidate will play an important role in the effective financial and administrative management of the school accounts. The position requires a highly organised, reliable and motivated individual with strong financial, administrative and communication skills.

The successful candidate will be responsible for managing the school's day-to-day accounts and financial administration, including the preparation and submission of Revenue returns, banking, payroll administration and a range of general secretarial duties.
The successful candidate will demonstrate:
Excellent organisational and time-management skills.
Strong numerical and financial administration skills.
Proficiency in Microsoft Office, particularly Excel and Word.
Excellent written and verbal communication skills.
A high level of accuracy and attention to detail.
The ability to work independently and as part of a team.
The ability to prioritise workload and meet deadlines.
A flexible, professional and approachable manner.
A high degree of discretion and confidentiality, particularly in relation to financial and payroll information.

A recognised qualification in Accounts, Bookkeeping, Finance or a related discipline would be highly desirable.

Previous experience in accounts, payroll/ financial administration would be an advantage.

This is a full-time position of 37 hours per week, Monday to Friday.
Salary will be paid in accordance with the Department of Education Secretarial Salary Scale,

subject to the applicable terms and conditions.

It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	62661U
Apply To:	recruitment@mountmercy.ie
County:	Cork
Website:	https://www.mountmercy.ie

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