

ADVERT ID 233289

## Secretary / Administrator

### St Kieran's College

College Road Kilkenny R95Y99T



#### MAIN DETAILS

Status:	Active
Level:	Post Primary
Date Posted:	Wed Apr 30 2025 13:31:34
Application Closing Date:	Fri May 16 2025
Commencement Date:	Tue Jun 3 2025
Status of Post:	Fixed-term
Number of Vacancies:	1
Number of hours per week:	18

#### POST DETAILS

##### Additional Information:

The Board of Management of St Kieran's College Secondary School, Kilkenny invites applications for the position of Accounts Secretary consisting of 18 working hours per week. This school accounts secretarial position is subject to the terms and conditions as set out in DES circular letter 0036/2022.

The accounts secretary will report directly to the Principal, and will provide financial and administrative support to the Principal and management 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 Sage50/Surf.
- 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 are employed by terms and conditions set out in Department of Education Circular Letter 0036/2022. 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 St Kieran's College.

Garda Vetting will apply; canvassing will disqualify; shortlisting may apply.

Only shortlisted candidates will be contacted. Interviews will take place week beginning Monday 19th May 2025.

Application consisting of a CV with references and a Cover Letter by post to:

The Secretary of The Board of Management  
St Kieran's College Secondary School,  
College Road,  
Kilkenny.

#### APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- References (written)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 61560J  
**Apply To:** The Secretary of the Board of Management  
 St Kieran's College  
 College Road  
 Kilkenny  
**County:** Kilkenny  
**Enquiries To:** [school@stkieranscollege.ie](mailto:school@stkieranscollege.ie)