

ADVERT ID 227777

## Secretary / Administrator

### St.Clement's College

Laurel Hill Avenue South Circular Road, Limerick V94HP44  
<https://www.stclements.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Fri Nov 22 2024 08:33:40  
**Application Closing Date:** Fri Dec 6 2024  
**Commencement Date:** Mon Jan 6 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 39

#### SCHOOL DETAILS

**School Type:** Voluntary Secondary School  
**Current Enrolment:** 410  
**Droichead school:** Yes

#### POST DETAILS

**Additional Information:**

St. Clement's College  
Applications are invited for the following position:  
Accounts Secretary (Full Time)

CLOSING DATE FOR RECEIPT OF CV'S: December 6th 2024

Role Overview:

The accounts secretary will report directly to the Principal, and will provide financial and administrative support to the Principal and his 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 Sage50/Surf/similar
- 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 St. Clement's College.

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

Only shortlisted candidates will be contacted.

Please send Curriculum Vitae, together with references, by post, to the Principal of St.Clement's College, South Circular Road, Limerick on or before 06/12/2024. Mark the Envelope Accounts Secretary application.

Position is subject to sanction from the Department of Education and Skills.

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

#### Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 64220A  
**Apply To:** Laurel Hill Avenue  
South Circular Road,  
Limerick  
V94HP44  
**County:** Limerick  
**Enquiries To:** [principal@stclements.ie](mailto:principal@stclements.ie)  
**Website:** <https://www.stclements.ie>  
**Further Information:** <https://www.stclements.ie>

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