



School Administration Personnel Training Webinar 2021 for Voluntary Secondary Schools

Supporting School Management



DATE

Wednesday 16th June 2021
10.00am – 1.00pm

10.00am Opening Address

Bernadette Kinsella, Assistant General Secretary, JMB

10.10am – 10.40am Payroll Processing and Procedures

Delivered by Eileen Ahern, Accountant, FSSU

This session will provide an overview of the PAYE system. It will cover the different payroll taxes and how they are calculated. It will also include the recommended controls schools should have in place for payroll.

10.40am – 11.20am Sage 50

Delivered by Breda Murphy, Accounts Support & Training Technician, FSSU

This webinar will cover the upgrade to Sage 50cloud and provide an overview of the new features including bank feeds and setting up remote data access.

11.20am – 11.40am Break

11.40am – 12.00pm Your Employment Assistance Programme

Delivered by Bernadette Kinsella, Assistant General Secretary, JMB

This session will create awareness around the employee assistance service that is available 24/7, 365 days a year and offers in the moment support to school employees.

12.00pm – 12.45pm How to create a positive mindset

Delivered by Ciara Conlon, High Performance Leadership Coach, Speaker and Author

During this presentation, Ciara shares how changing the way we think and respond to situations can create real results. By sharing practical advice and tips Ciara demonstrates how you can change your mindset to create a more positive outlook.

12.45pm Closing address

Louise McNamara, Director, FSSU