

## Financial Support Services Unit

### Appointment of Accounting Technician – 2 Positions

The Financial Support Services Unit (FSSU) was established in 2005 and operates under Department of Education (DE) Circulars [60/2017](#) and [02/2018](#).

The FSSU is a support mechanism for school management in the Primary, Community & Comprehensive and Voluntary Secondary schools' sectors which enables them to comply with the provisions of the Education Act 1998 in terms of accountability, transparency and financial responsibility for State and other funding.

The FSSU is the responsibility of the Director of the FSSU.

The FSSU is fully funded by the Department of Education through the Secretariat of Secondary Schools Ltd.

The successful candidates will be employees of the Secretariat of Secondary Schools Limited ([www.JMB.ie](http://www.JMB.ie)).

The purpose of this recruitment competition is to recruit 2 Accounting Technicians, who will report to the Director of the FSSU or such person(s) as may have been nominated by the FSSU Director. One of the positions will be based in Athlone, Co. Westmeath and the one of the positions will be based in Maynooth, Co. Kildare.

#### 1. Role of the FSSU Accounting Technician

**Reporting to the Director of the FSSU or such person(s) as may have been nominated by the Director, and working with the Team, the Accounting Technician will have the following role and will be responsible for the delivery of the following services:**

- Provide support and technical advice to schools in all aspects of financial controls, procedures and financial governance including RCT, VAT, payroll and maintenance of accounting packages
- Provision of support and training for Sage50 and Surf packages
- Development of standard operating procedures and support material
- Provision of online and remote access support and training to individuals and groups
- Any other deliverables as determined by the Director

**Please note the following:**

- One position will be based in Maynooth, Co. Kildare and one position will be based in Athlone, Co. Westmeath. The organisation is currently developing a hybrid working policy
- Travel will be required for attendance at meetings and travel to schools when required
- The role is a permanent role subject to probation period of 9 months extendable to 11 months
- Normal working hours are 9am to 5pm. Working hours of 11am to 7pm may be required on occasion
- The current salary scale is as follows:  
34,531 – 36,526 – 38,315 – 40,044 – 41,768 – 43,455 – 45,160 – 46,817 – 48,526 – 49,658 – 51,270 – 52,478 – 53,689 – 54,903

This scale is subject to change in line with Public Sector Pay agreements.

- The employer provides access to a PRSA that the employee can contribute to.
- The position will commence in November 2022.
- A panel may be formed to fill any vacancies that arise in this Accounting Technician post.

## **2. Application Process**

- The Application Form is available to download from [www.fssu.ie](http://www.fssu.ie).
- The closing date for applications is Wednesday 5<sup>th</sup> October 2022.
- A completed Application Form should be returned by email to [recruitment@fssu.ie](mailto:recruitment@fssu.ie) and the email title should include the following;

The application form should be completed and submitted as a pdf attachment by email to [recruitment@fssu.ie](mailto:recruitment@fssu.ie), the title of the email should read “Accounting Technician Job Application Maynooth or Athlone” (as selected).

- Shortlisting may apply.
- It is envisaged that interviews will be held the week ending Friday 14<sup>th</sup> October 2022.
- The Secretariat of Secondary Schools Limited is an equal opportunities employer

## **3. Requirements and Qualifications:**

The successful candidates must:

- (a) Be a fully qualified Accounting Technician or equivalent
- (b) Have a minimum of 3 years post qualification experience (PQE)
- (c) Ability to work remotely
- (d) Excellent level of numerical and analytical skills including collation of data
- (e) Excellent communication skills, exceptional oral and written communications capabilities

- (f) Ability to communicate effectively and comfortably with client personnel of all levels of accounting expertise through the media of telephone, online and face to face
- (g) A high level of knowledge of RCT and VAT procedures relevant to a school environment.
- (h) Willingness to be adaptable and have an ability to work on their own initiative
- (i) Ability to work remotely within a team environment and be self-motivated
- (j) Ability to handle multiple tasks simultaneously
- (k) Must have excellent MS office and CRM skills
- (l) Familiarity operating various accounting software packages particularly Sage50 and Surf Accounts
- (m) Familiarity operating various payroll software packages
- (n) Ability to provide training in a one to one and group basis face to face and remotely using virtual events platforms such as GoTo and Microsoft Teams
- (o) Ability to contribute to development of financial procedures
- (p) A high degree of discretion and ability to work with sensitive and confidential data
- (q) Commitment to meeting deadlines
- (r) Own car and driver's licence