



School Administration Personnel Training Webinar 2023 for Voluntary Secondary Schools



DATE

Wednesday 14th June 2023
10.00am – 1.00pm

10.00am

Opening Address

Louise McNamara, Director, FSSU

10.10am – 10.40am

Preparing for the Finance Subcommittee Meeting

*Delivered by Eileen Ahern, Accountant, FSSU
& Lorraine Farrell, Accountant, FSSU*

We will review how to prepare the reports and documentation needed for the Finance Subcommittee Meeting.

10.40am – 11.20am

Sage 50

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

This session will focus on recording journal entries, using departments for reporting and recording money received for the next financial year in Sage 50.

11.20am – 11.40am

Break

11.40am – 12.10pm

Cyber Security in Schools

*Delivered by Damyan Jaksic, Cyber Security Specialist,
National Cyber Security Centre*

The National Cyber Security Centre will present a session on cyber risks in schools and the measures to mitigate against these risks.

12.10am – 12.55pm

Improve your General Wellbeing

Delivered by Niamh O'Connell, Director of The Wellness Clinic

Niamh from The Wellbeing Clinic will take us through some tips to help us improve our general wellbeing; focusing on nutrition, sleep and exercise.

12.55pm

Closing Address

Patricia Higgins, Assistant General Secretary, JMB

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