



School Administration Personnel Training Webinar 2025 for Voluntary Secondary Schools



Date & Time

Wednesday 11th June 2025
10.00am – 1.00pm



10.00am – 10.05am

Opening Address

Patricia Higgins, Assistant General Secretary, JMB

1

Relevant Contract Tax (RCT) & Reverse Charge VAT

10.05am – 11.15am

Delivered by Eileen Ahern & Martha Murphy, FSSU

This session will provide an overview of RCT and Reverse charge VAT, focusing on when it applies and how to process it on ROS.

11.15am – 11.35am

Break

2

Petty Cash Overview

11.35am – 12.05pm

Delivered by Yvonne White, FSSU

This session will provide an overview on the use of petty cash in the school, with a focus on implementing good systems of internal controls and procedures.

3

Nutrition & Eating Well

12.05pm – 12.55pm

Delivered by Orla Walsh, registered Dietitian and Physiologist

Orla will provide nutritional tips on how to eat well and improve your diet.

12.55pm – 1.00pm

Closing Address

Louise McNamara, Director, FSSU