

## Financial Support Services Unit

### Appointment of Accounting Technician X 2

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 candidate will be an employee of the Secretariat of Secondary Schools Limited ([www.JMB.ie](http://www.JMB.ie)).

The purpose of this recruitment competition is to appoint two Accounting Technicians, who will report to the Director of the FSSU or such person(s) as may have been nominated by the FSSU Director. The positions will be based in Athlone, Co. Westmeath. The Secretariat of Secondary Schools Limited is currently developing a hybrid working policy.

#### 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 Technicians will have the following role and will be responsible for the delivery of the following services:**

- Provide support and technical advice to schools on all aspects of financial controls, procedures, cashflow and budget preparation and financial governance including RCT, VAT, payroll and maintenance of accounting packages
- Provision of support and training for Sage50 and Bright packages
- Development of standard operating procedures and support materials
- 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:**

- The organisation is currently developing a hybrid working policy.
- Travel will be required for attendance at meetings and travel to schools may be required.
- The role is a permanent role subject to probation period of 6 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: Executive Officer Higher Scale PPC

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 is not part of a public sector pension scheme.
- A panel may be formed to fill any vacancies that arise in these Accounting Technician posts.

## 2. Application Process

The Application Form is available to download from [www.fssu.ie](http://www.fssu.ie)

The closing date for applications is Monday April 7<sup>th</sup> 2025.

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: "Accounting Technician Job Application".

Shortlisting may apply.

The Secretariat of Secondary Schools Limited is an equal opportunities employer.

## 3. Requirements and Qualifications:

The successful candidate must:

- Be a fully qualified Accounting Technician or equivalent
- Have a minimum of 3 years post qualification experience (PQE)
- Ability to work remotely
- Excellent level of numerical and analytical skills including collation of data
- Excellent communication skills, exceptional oral and written communications capabilities
- 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
- A high level of knowledge of RCT and VAT procedures relevant to a school environment
- Ability to prepare cashflow statements and budgets
- Willingness to be adaptable and have an ability to work on their own initiative
- Ability to work remotely within a team environment and be self-motivated
- Ability to handle multiple tasks simultaneously
- Must have excellent MS office and CRM skills
- Familiarity operating various accounting software packages particularly Sage50 and Bright Accounts
- Familiarity operating various payroll software packages
- 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
- Ability to contribute to development of financial procedures
- A high degree of discretion and ability to work with sensitive and confidential data
- Commitment to meeting deadlines
- Own car and driver's licence