JOB DESCRIPTION – Part-Time Administrator

This position will commence in July 2019 and the contract will be for a two year period subject to programme funding.

Job Title:
Accounts Administrator

Purpose of Job:
To provide administrative accounts services to the Junior Cycle for Teachers (JCT) and Monaghan Education Centre.

Responsible to:
The Administrator is employed by Monaghan Education Centre and will report to the HR and Operations Manager and Director of Monaghan Education Centre.

Remuneration:
Salary Scales for School Secretaries Community & Comprehensive Schools Grade III

Base:
Monaghan Education Centre, Armagh Road, Monaghan.

Hours of Attendance:
32 hrs per week. Some evening work and Saturdays may be involved

Tasks:
- Processing expense forms and Book-keeping using TAS computerised accounting package.
- Uploading Payments for online banking.
- Preparing and maintaining accounts.
- Payroll Administration using Thesaurus Payroll
- Sourcing Resources for JCT team.
- Communication with Post Primary Schools regarding registration on JCT database.
- Dealing with phone calls and queries re JCT.
- Preparing and sending material for post to Education Centres, Schools & others as required.
- Other duties required by the Director/Interim of Monaghan Education Centre and HR and Operations Manager.
- Providing administration support to all JCT team.

Before the interview candidates will be required to complete an I.T. task in a separate room.