

ACCOUNTS SECRETARY DUTIES

Job Description for Accounts Secretary

Job Title: Accounts Secretary

Overall Responsibility

The Secondary School Bursar/Accounts Secretary will report directly to the Principal, and will provide financial and administrative support to the Principal and his/her team in the delivery of all their key functions. The Secondary School Bursar/Accounts Secretary is responsible for the efficient organisation and administration of the Accounts Office and of keeping the Principal fully informed of all financial issues. The scope of work done by a Bursar/Accounts Secretary depends largely on a school's needs and circumstances. Confidentiality and discretion of a very high level is expected.

Key areas of Responsibilities and duties

School Income

- a) Lodging of daily income and preparation of reconciliation reports and completion of end of day banking procedure.
- b) Processing of all cheques, credit transfers, bank giros and credit card payments received.
- c) The person is responsible for dealing directly by phone, email or in person with parent(s) queries in relation to money paid to the school in a confidential and discrete manner.
- d) The undertaking of such duties and responsibilities as may be assigned from time to time by the Principal.
- e) Reconciliation of debtors control account to list of debtors.

Bank and Cash Control

- a) The Accounts Secretary is responsible for controlling and accounting for all bank accounts for the schools business.

- b) All receipts and expenditure relating to school business must be accounted for through the school's accounting records.
- c) The Accounts Secretary must ensure that cheques are never to be signed in advance and that each signatory also signs the relevant documentation at time of signing.
- d) The Accounts Secretary should operate the cheque/electronic payments procedures for all payments.
- e) The Accounts Secretary must ensure that all monies received are recorded and lodged in main current account as soon as possible.
- f) All cash control procedures must be adhered to by the Accounts Secretary.
- g) Operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
- h) The report on the state of all bank account balances must be presented at least once a month to the Principal.
- i) To control the treasury management function in order to ensure the most efficient use of the School's cash and minimise related banking and interest charges.

Purchasing

The purchase order is a key internal control and the Accounts Secretary must check

- a) That proper orders are placed for all goods and services.
- b) Authorisation of all purchase orders must be verified.
- c) Check all suppliers so that they are reputable, competent and Revenue compliant.
- d) Obtain Tax Clearance Certificates from suppliers where purchases are in excess of €10,000 for a calendar year.
- e) Consult the detailed budget showing spending limits in all areas to confirm the purchase is within budget.
- f) The purchase invoice must be given to the Principal for final approval. The invoice should have a copy of the purchase order together with the signed delivery docket attached
- g) Competitive tendering procedures should be followed for the purchase of goods or services where the total value consumed in any one year exceeds or is likely to exceed €6,500 or for a once off purchase exceeding €6,500.
- h) Purchase order procedures must be fully adhered to.

Payroll

- a) Process the Payroll on a timely and accurate basis of weekly and monthly payments to all school staff including non-teaching personnel.
- b) Operate the payroll system and manage all statutory deductions.
- c) The Principal authorises in writing all wages paid to school employees – part-time teachers, supervision and substitution payments, ancillary staff.
- d) Payment of all wages should be made either by cheque, direct debit drawn on school bank account or electronically.
- e) Wages/salaries must never be paid in cash
- f) The payroll section must issue a payslip to all staff.
- g) All wage payment records - pay levels, PAYE/PRSI new and ceasing employees – must be filed and retained for six years.
- h) Submit statutory returns to the Revenue Commissioners on time and retain a copy of all returns on file.
- i) All Revenue and other payroll payments must be made on time.
- j) All remuneration payments must be Revenue compliant.

Petty Cash

From time to time, Schools may need to make small payments for incidentals. To cover this, a sum of Petty Cash is issued on the authority of the Board of Management.

- a) The accounts person will hold this cash and, as required, will make the payments and ensure that the person receiving the cash signs the Petty Cash Vouchers.
- b) At any time the total of cash and vouchers held in the Petty Cash Box should equal the sum first issued.
- c) For certain expenditure outside the school, a cheque rather than cash is issued. In this case a Cheque Requisition Form, with Vouchers and receipts attached should be given to the office when requesting the cheque.
- d) All petty cash payments must be made from money in the petty cash box and on no account should cash received from students or other cash receipts be used to make petty cash payments.
- e) A separate, lockable box for Petty Cash should be kept safely.
- f) The cash should be counted on a weekly basis and agreed to the balance in the petty cash book.
- g) The petty cash vouchers must be filed in numeric sequence and are assessable.

Budgeting

- a) Assist the Principal with the preparation of the draft school budget.
- b) Collate the budget submissions from teachers, school departments and other relevant parties.
- c) Ensure key information is available
 - projected student enrolment
 - projected enrolment in specific courses such as Transition Year
 - all grant entitlements
 - expected number of teachers whether permanent, temporary, RPT or part-time paid by the school.
- d) Identify the key areas of the budget and assumptions underlying it.
- e) Estimate the opening bank funds position for the start of the next school year from the current budget and from past experience
- f) determine total resources available and identify all revenue sources
- g) Gather all information regarding all possible expenditures – distinguish between essential or unavoidable spending and discretionary spending.
- h) Identify areas of capital spending and refurbishment which are necessary or desirable.
- i) Input the final budget figures to the accounting system for next year.
- j) Schools may not budget for a deficit without Trustee approval and must explain how the deficit is to be funded.

Management Accounts

- a) To produce timely and reliable management information reports on a monthly basis to ensure effective control of expenditure and efficient accounting.
- b) The standard reports are an Income and Expenditure report, Balance Sheet, Cashflow statement, Bank Balance report, Creditors aged listing and a report on other financial commitments.
- c) To develop and control a centralised accounting system to ensure that accounts are effectively managed.
- d) To investigate variances against budgets and provide analysis of differences.
- e) To perform month end for Accounts Payable, Fixed Assets and general ledger in the finance system.

- f) Hold monthly meetings with the principal to discuss the budgetary position and agree action plans where required.
- g) Ensure accuracy and integrity of reports.
- h) Prepare the final accounts and liaise with the auditors.

Other Duties

- a) To monitor the operation of financial controls through internal audits, and to introduce further controls as appropriate to safeguard the School's funds and other assets.
- b) Where appropriate to supervise accounting and other staff.
- c) Carry out other duties that may be assigned by the school principal and the Board of management from time to time.
- d) Operation of RCT and VAT as per Revenue requirements.

While not being exhaustive it does attempt to indicate the range and level of duties associated with the job.

How to Apply:

Applications must be returned by post as detailed below and must be received **no later than 4pm Thursday 7th February 2019.**

The Application must contain the following:

- A letter of application for the position
- A fully completed Curriculum Vitae
- The names and contact details of two referees, all of whom should have known the applicant in a professional capacity.

Late or incomplete applications will not be considered.

Interviews

Shortlisting of candidates may take place. **Provisional date for interview Wednesday 20th February 2019.**

Equal Opportunities

Royal School Cavan welcomes applications for employment from all sectors of the community.

Suitability to Work with Children

Royal School Cavan is committed to safeguarding and promoting the welfare of children and applicants are required to undertake Garda Vetting.

Applications should be sent to the following address:

Mr. Padraic Corley, Acting Secretary BOG, Royal School Cavan, College Street, Cavan Town, Co. Cavan, H12AY10.