

Galway and Roscommon Education & Training Board: Payroll & Bookkeeping Instructor – Evening Classes **(<https://www.activelink.ie/node/112893>)**



Job Title: Instructor – Manual & Computerised Payroll and Bookkeeping

Reporting To: Evening Course Manager

Section: GRET B Training Centre

Hourly Rate: €51.15 per hour plus 8% Annual Leave

Essential Requirements

The following are essential requirements for appointment to the post:

- Leaving Certificate or equivalent, together with a minimum of five years' relevant work experience in Manual and Computerised Payroll and Bookkeeping;
- Relevant Technical qualification one step higher than the certification awarded and have a recognised Training Qualification;
- Trainers must be competent to instruct in the following: Manual and Computerised Payroll and Bookkeeping using SAGE Accounts and SAGE Micropay;
- Previous training, instructing, or teaching experience;
- A high level of knowledge and expertise in Further Education and Training;
- Broad Public Sector knowledge relevant to this area of work;
- Have sufficient confidence in his/her ability to transfer the skills of the occupation as specified in the relevant curriculum/programme specification;
- Ability to deliver training modules to a wide range of learning abilities;
- Ability to assess the learner's progress in training;
- Ability to self-assess their effectiveness in transfer of skills and knowledge to the learner;
- Articulate, with the ability to communicate the relevant course information in a manner designed to motivate the learner;
- Be well motivated for delivery of training programmes;
- Possess the necessary coping skills to deal with conflict, motivational and disciplinary problems associated with training;
- Excellent oral and written communication skills;
- Ability to provide constructive feedback;
- Excellent ICT and administration skills;
- Full clean driving licence and access to a car;

Desirable Requirements

- A qualification at Level 7 on the National Framework of Qualifications or its equivalent, in relevant discipline(s) commensurate with this role would be a decided advantage;
- At least two years' management/supervisory experience;
- NUI Certificate in Training and Continuing Education or approved equivalent;
- Ability to work as part of a team;

- Good knowledge of GRETB activities.

Competencies

The person appointed to the above post will be required to show evidence of the following competencies:

- Specialist Knowledge, Expertise and Self Development;
- Teaching/Instructing/Training ability;
- Specific capacity to contribute to the overall needs of the Further Education and Training Services;
- Management and Delivery of Results;
- Professional Development.

How to Apply:

Completed application form must be submitted via online portal no later than 12 noon on Friday, 10th January 2025.

All particulars of post and online application process can be found on the GRETB website:

<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/4954?source=1>
(<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/4954?source=1>)

Contact details : All job queries can be submitted to recruitment@gretb.ie (<mailto:recruitment@gretb.ie>).

Shortlisting of applicants may apply. Late applications will not be considered.

Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein.

Galway & Roscommon Education & Training Board is registered as a Data Controller.

Galway & Roscommon ETB is an equal opportunities employer. Recruitment to posts within GRETB is on the basis of merit as assessed at interview and supported by references.

Region

Mervue, Galway City

Date Entered/Updated

3rd Jan, 2025

Expiry Date

10th Jan, 2025

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