



WILSON'S HOSPITAL SCHOOL COMPANY
LIMITED BY GUARANTEE



#JOB-2416406



DEPT OF EDU AND SKILLS, Wilson's Hosp
Sch, Heathland, Multyfarn, Co. Westmeath,
N91 AX97



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



15/10/2025



30/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : principal@whs.ie



Open your camera
app & point here
to view this ad
online



Bursar

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Wilson's Hospital School is a co-educational secondary school for boarders and day students under the patronage of the Church of Ireland. The day school is part of the government free school system and is funded by the Department of Education. Separately, the school operates private fee-paying boarding facilities and private extra curriculum activities for day and boarding students.

Wilson's Hospital School seeks to appoint a Bursar, who will take responsibility for the private operations and finances of the school, with some crossover into the public school. Reporting to the principal and Board of Directors the successful candidate will have strong commercial, financial and management acumen along with excellent interpersonal, organisational, communication and problem-solving skills.

Key Responsibilities:

Lead and manage the financial operations of the school, ensuring compliance, accuracy and effective control

Oversee the daily operations of the boarding school to ensure efficiency

Prepare monthly, quarterly and annual financial statements

As part of the senior management team you will provide strategic financial insight and recommendations to the Principal and Board of Directors

Management of school property

The Job Description and essential skills for the role are available on the Wilson's Hospital School website recruitment page. To apply please send CV with cover letter to principal@whs.ie by 12 noon on Friday 31 st October 2025.

Shortlisting may apply.

Wilson's Hospital School is an equal opportunities employer.

- **Sector:** administrative and support service activities

Career Level

- Executive

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)

(Desirable)

- **Ability Skills:** Administration, Analytical, Financial, Interpersonal Skills
- **Competency Skills:** Decision Making, Flexibility, Leadership, Problem Solving