



Leitrim Heritage CE



#CES-2259198

LEITRIM HERITAGE COMMUNITY



EMPLOYMENT SCHEME, Ballinamore Tourist
Centre, High Street, Co. Leitrim, N41 YW10



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/08/2025



02/10/2025

How to register your interest

To register your interest, take note of the scheme
reference number and contact an Employment Personal
Advisor (EPA) in your [local Intreo Office](#)



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



Administrator/Bookkeeper

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Keeping accurate accounts and records, processing weekly payroll, processing invoices for payment, processing and overseeing funding claims, general office and admin duties etc.

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