



Mountshannon Community Council



#CES-2337146

MOUNTSHANNON CHILDCARE CENTRE,



Mountshannon Childca, Cappaduff,

Mountshan, Co. Clare, V94 YW95



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/10/2024



27/11/2024

How to register your interest

To register your interest, take note of the scheme

reference number and then:

- [Sign in](#) using your MyGovID account

(Search using the scheme reference number and submit your details)

or

Contact a case officer in your [local Intreo Office](#)



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Assistant 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.

You can register your interest by selecting the 'Register your interest' button or 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.

Assist with day to day running of office and bookkeeping for community council

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