



CMT Community Services



#CES-2385548



CMT Community Services, The Courthouse  
Bldg, Davitt's Quay, Dunga, Co. Waterford,  
X35 WY45



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/03/2025



08/05/2025

## 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](#)



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



## Bookkeeper & Administrator - CMT CE Scheme

### 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.

CMT Community Services have a CE placement opportunity for a Bookkeeper / Administrator. You will assist in doing payroll, payments and receipts books, invoicing and general administration. Ideally you will have some experience in bookkeeping, excel and very strong attention to detail. The placement is for 19.5 hours a week.

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