



Moate Heritage Co CLG



#CES-2385983



DÚN NA SÍ HERITAGE CENTRE,

Knockdomney, Moate, Westmeath, N37 XW31



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



31/03/2025



12/05/2025

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



Payroll Administrator in Dun Na Si Moate

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.

Work 19.5 hours each week. Responsible for weekly payroll, book-keeping and general office administration duties. Monthly bank reconciliations and periodic reports to Management & Committee. Maintain strict confidentiality on all matters.

Contact the CE Supervisor MOIRA O'CONNOR at: moiraoc@dunnasi.ie or 090 6481183

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