



OLD COOLATTIN COUNTRY COMPANY
LIMITED BY GUARANTEE



#JOB-2387665



Carnew Training and Dev Ctr, Carnew, Co.
Wicklow, Y14 FW30



No of positions : 1



Paid Position



37.5 hours per week



26300.00 Euro Annually



11/04/2025



09/05/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : dermot.kenny@carnewtdc.ie

Phone : 0876417172

Address:

[Carnew Training & Consultancy](#)

[Woolgreen](#)

[Carnew](#)

[Co.Wicklow](#)

[Y14 FW30](#)



Bookkeeper/Administrator

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

Carnew Training & Consultancy are looking for a suitably qualified bookkeeper for our fast growing Social enterprise with a focus on training.

The ideal candidate will have experience & qualification in bookkeeping including a recognised accounts package e.g. Thesaurus or sage and have worked in a small business

Application details

This is a Community Services Programme (CSP) position & the following target groups are a priority in terms of employment of people under CSP

People who are in the workforce but unemployed and seeking return to work i.e., people who are in receipt of jobseeker's benefit (JB), Jobseekers Allowance (JA); people who are signing for credits

Qualified Adults (Adult dependents of those in receipt of social welfare payment)

People with Disabilities (PWD) i.e. in receipt of disability allowance, Blind Pension, Partial capacity Benefit, or other disability benefit

People coming from a labour activation scheme i.e. Community Employment, TUS. or RSS placements

One Parent Families (people who parent alone without sufficient resources and are in receipt of social welfare payments)

People who are deserted, separated, divorced or widowed (people in receipt of widow/er's non-contributory pension, surviving Civil Partner's non-contributory pension, or deserted Wives allowance/benefit)

Carers (people in receipt of carers Allowance /Benefit who want to return to the workforce)

Ex-prisoners or people with a criminal conviction and in contact with the probation service

Migrants

Refugees

Asylum Seekers

Irish Travellers

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to view this ad
online



Roma

People who are homeless

Stabilised and recovering drug misusers

Ukrainians - displaced by the war

Job Description

Maintenance of Debtors & Creditors ledgers

Reconciling month and year end

Weekly Payroll

Submission of VAT & PAYE Revenue returns

Provision of accurate information to director & manager

Assisting auditors with annual audit

Daily/weekly data entry

Please email application to Dermot.kenny@carnewtdc.ie before 5pm May 9th

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

Career Level

- Experienced [Non-Managerial]