



Ballymacelligott CE Ltd



#CES-2388071



AN RIOCHT, The Craggens, Castleisland, Co.

Kerry, V92 XV82



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/03/2025



11/05/2025

## 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, An Riocht, Castleisland

### 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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

### Job Description

#### Duties

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

Duties to include use of bookkeeping software, online banking, preparing bank lodgements.

Processing payments, invoices, cheques and cash payments. Keeping adequate records of day books. Collating monthly profit/loss statements. Customer service, covering reception desk as required. Handling post and telephone calls.

- **Sector:** other service activities