



**BALLINGARRY (THURLES) COMMUNITY  
DEVELOPMENT LIMITED**



#CES-2388107



CITE CENTRE, Unit 1, Slieveardagh Cite, Ent  
Ctr, Ballingarry, Co. Tipperary, E41 K091



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/07/2025



15/08/2025

## How to register your interest

To register your interest, take note of the scheme  
reference number and contact an Employment Personal  
Advisor (EPA) in your [local Intreo Office](#)



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online



## Secretary - CE Scheme (Ballingarry, South Tipperary)

### 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.

To register your interest 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.

Duties will include: typing, filing, answering telephones, accounts maintenance (using Surf Accounts), bank reconciliations, Revenue returns, preparation of wages using Thesaurus Payroll Software, end of year preparation for audit filing, and general office work.

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