



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](#)



08/08/2025



19/09/2025

## 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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## 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.

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### 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