



IRD North Mayo West Sligo Ltd



#CES-2389118



Off 10/11, Greenhills Ent Ctr, Bunree Road,
Ballina, Co. Mayo, F26 A3EK



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/04/2025



04/06/2025

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 and General Administrator Support Assistant

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.

The role by its nature is quite varied, meaning that participants will get an opportunity to engage with lots of different types of work and develop new skills. The below list includes – but is not limited to – the types of activities that participants can expect to support:

Check Email accounts daily, responding to emails.

Check incoming mail daily.

Process 3 payrolls weekly

Reconcile 1 payroll run to Welfare Partners weekly and monthly.

P30 returns to be completed monthly.

Preparation of wages journals monthly.

Bank statements are to be received and reconciled monthly.

Complete month-end reporting requirements.

Process invoices for payment and ensure they are claimed using Welfare Partners

Reception cover.

Ad hoc duties as they arise.

Essential

- Excellent oral and written communication skills
- Professional and friendly manner
- Excellent numeracy skills
- Proficiency in Microsoft Word and Excel

Desirable for this position

- Some experience in a payroll role
- Willingness to train using Thesaurus payroll package
- A passion for community development

Training and support will be provided.

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