



CORK ARTS 'N' EDUCATION CLG



#CES-2390376



BENCHSPACE, B1 B, Marina Comm Pk, Ctr
Pk Rd, Cork, Co. Cork, T12 KRH7



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/05/2025



13/06/2025

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



Accounts and Office 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.

Duties include:

Create debtor invoices.

Upload creditor invoices.

Produce creditor and debtor lists.

Process debtor and creditor payments.

Produce reporting as required.

Assist with all general office and operational matters (bookings, tours, events).

Manage enquiries (phone, emails, post).

Manage visitors to our facility.

General office admin duties (filing, emails, printing, scanning, etc).

Support other team members where required.

Knowledge of Bright Books, Excel and Word is advantageous.

A candidate must have fluent written and spoken English and supply suitable character references, for further details or assistance with your application please contact Cork Arts N Education on 021-4316813 or email corkarts1@gmail.com

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