



Rathkeale Community Council Development

Assoc Ltd



#CES-2395807



RATHKEALE COMMUNITY CENTRE, The
Square, Rathkeale, Co. Limerick, V94 V6R6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



26/06/2025



07/08/2025

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 (Project)

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 to include book-keeping and accounts for the project. Payroll-Process wages, Issue Pay slips, Make Revenue payments,

Maintain records for expenditure, receipts of payments, and bank reconciliations.

Reception duties, Respond to clients enquires,

To ligase with project accountant

- **Sector:** education