J

Croom Community Development Association

#CES-2398768

Croom Sport Complex, High Street, Croom, Co. Limerick, V35 PT04

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

23/06/2025

04/08/2025

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**

Open your camera app & point here to view this ad online

Bookkeeper / Administrator

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

This is a development opportunity. Accredited training will be provided to support your career.

Duties include general secretarial requirements such as phone/email maintenance, The ability to deal with the general public, photocopying, scanning, associated office cleaning duties.

Candidates should be computer literate and have some experience in Bookkeeping.
The position will include duties such as the ability to maintain both manual and computerized accounts.

Being familiar with programmes such as Word, Excel & Sage payroll would be an advantage for the role.

Level 5 in Bookkeeping and Payroll is desirable for this position.

For more information contact;

Amy White CE Supervisor on

061 397412

Email; croomcescheme@gmail.com

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