



Ballymacelligott CE Ltd



#CES-2399960



AN RIOCHT, The Craggens, Castleisland, Co.

Kerry, V92 XV82



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/06/2025



10/08/2025

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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Bookkeeper, An Riocht, Castleisland

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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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.

Duties to include use of bookkeeping software, online banking, preparing bank lodgements. Processing payments, invoices, cheques and cash payments. Keeping adequate records of day books. Collating monthly profit/loss statements. Customer service, covering reception desk as required. Handling post and telephone calls.

Please contact your Case Officer for eligibility check and referral for the position. Eligible candidates may apply to Olga/Katrina at office@ballymacce.ie

For more information, please contact us on 066 7137026 or email at office@ballymacce.ie

You can also visit our Facebook Page: Ballymacelligott CE CLG and Instagram: [ballymacelligott_ce](#)

- **Sector:** other service activities