



Moore District CE Scheme CLG



#CES-2402173



MOORE COMM CTR, Lakeland, Ballydangan,  
Athlone, Co. Roscommon, N37 HT68



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/07/2025



22/08/2025

## 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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## Administration Officer /Payroll clerk

### 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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### Job Description

#### Duties

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

Calculate Wages, carry out financial transactions, manage payroll, maintain financial records, manage payroll reports.

Prepare financial statements, manage time sheets and general administration duties.

- **Sector:** other service activities