



Longford Special Needs Carers Ltd



#CES-2404380

LONGFORD SPECIAL NEEDS LIMITED, 5



Berkley, Newtownforbes, Co. Longford, N39

C6P3



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/12/2025



22/01/2026

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



Office 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.

Job Description

Duties

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

Duties to include Payroll/Transacting EFT payroll and payments to bank & suppliers/Accounts - recording transactions/Preparing monthly Payments & Income Books/Preparing AWS & Materials monthly submissions/Preparing Quarterly Returns/Recording Attendance Records/Preparing & cross checking end of year accounts for auditing

A video on CE can be seen in the 'what's going on' section of Jobsireland website at the end of the homepage

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