



CARLOW REGIONAL YOUTH SERVICES
LIMITED



#CES-2404791



CARLOW REGIONAL YOUTH SERVICES,
Montgomery House, Athy Road, Carlow, Co.
Carlow, R93 KD52



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/07/2025



08/09/2025

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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CEP Accounts 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.

Help with accounts administration of the CE Programme - Prepare and update weekly wages using Revenue RPN's and Thesaurus, entering payments. Update files and ledgers weekly and balance monthly. Keep accounts recorded and balanced - bank reconciliations, payments, income and expenditure, receipts. Input excel timesheets. Use general office admin and communication skills. Cover reception at times, phones transfer, messages, dealing with enquiries

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