



KENMARE DISTRICT COMMUNITY GROUP
LIMITED



#CES-2405253



The Couthouse, The Square, Kenmare, Co.
Kerry, V93 P3FA



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



31/07/2025



11/09/2025

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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online



Office Administrator/Bookkeeper

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.

It is important that the applicant be proficient in Written and Oral English. Must have some experience with computers. Payroll, Purchase Book, Receipt Book, Bank Reconciliations, Income and Expenditure and Completing all forms for Scheme.

- **Sector:** other service activities