



Dungarvan Clubs and Societies CE Scheme



#CES-2406485

SCOUTING IRELAND, Abbeyside Scouts



Den, Sarsfield St, Abbeys, Co. Waterford, X35

PW68



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/08/2025



20/09/2025

## 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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## CE Scheme 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.

Provides administrative and clerical support for a CE scheme. This role involves tasks such as managing office administration, assisting with bookkeeping, handling correspondence, and supporting the scheme supervisor with various tasks.

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