



RATHCOOLE COMMUNITY COUNCIL

COMPANY LIMITED BY GUARANTEE



#CES-2407977



RATHCOOLE COMMUNITY CENTRE, Main

Street, Rathcoole, Co. Dublin, D24 DX57



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/08/2025



30/09/2025

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](#)



Open your camera app & point here to view this ad online



Accounts & Payroll

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 will include: Assisting with payroll software package operations. Maintaining accurate accounts package. Computer literacy and numerical accuracy skills. Good communications skills dealing with day to day activities of the centre. Some Reception work when needed.

- **Sector:** other service activities