



Rossinver Youth & Community Project Limited



#CES-2408231



ROSSINVER YOUTH PROJECT, The C,
Straud, Rossinver, Co. Leitrim, F91 NY6V



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/08/2025



01/10/2025

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



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.

Description:

It is the role of the Administrator to assist the Supervisor in all areas of administration. These include: financial administration, keeping of records and dealing with communications received and sent.

Typical Duties:

Financial -

- Keep scheme accounts this includes PAYE & PRSI
- P30 Returns to Revenue Commissioners
- Assist in preparing accounts for audit and for inspection by DSP
- Maintaining wages sheets
- Ensuring worker participants are paid the correct amount each week.

Records-

It is the responsibility of the Administrator to:-

- Keep time and attendance Record Books / sheets
- Keeping records of all participant leave days
- Keeping training evaluation sheets
- Keeping records of Monthly Bank Reconciliation

Communications:

It is the responsibility of the Administrator to:

- Deal with incoming and outgoing post, emails and telephone calls
- Handle all queries including telephone
- To ensure confidentiality and privacy are adhered to at all times
- Maintain the good public image of R.Y.C.P
- To undertake any other reasonable duties as requested.

Job holder will ensure confidentiality and privacy at all times

The Administrator is responsible to the Supervisor

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