



Lourdes Youth Community Services



#CES-2408382



Metropolitan Building, James Joyce Street,
Dublin 1, D01 K0Y8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/08/2025



02/10/2025

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



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.

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.

Bookkeeper

Community Employment Scheme

New exciting career opportunity for the right candidate!

(19.5 hours per week on our community employment scheme)

We are looking for a motivated person with an interest in Finance to join our community Employment scheme as a trainee bookkeeper

The Lourdes Youth and Community Services (LYCS) is an equal opportunities employer which provides the following services: early years education service, adult education, early school leavers education, youth work and global citizen information programmes.

This is an excellent opportunity for someone to gain work experience in a finance office.

You will assist the CE Supervisor to maintain accurate and up to date records of the scheme's finances, as well as supporting the finance office with tasks under the direction of the Finance manager.

Job Description:

- Maintain the digital and physical finance records for the Community employment scheme.
- Process receipts and invoices in accordance with DSP guidelines and LYCS procedures.
- Update and file receipt books, payment books and wage reports.
- Ensure appropriate signatures have been recorded where necessary.
- Ensure invoices are processed for payment accurately.
- Ensure invoices are processed before their due date.
- Assist the Supervisor to ensure records are prepared for Audit.
- Carry out other tasks as requested by the Finance Manager.
- Liaise with the accounts manager to ensure best practice of all bookkeeping procedures.

No experience is necessary; the position would suit a candidate with an interest in a career in finance. Junior or Leaving certificate bookkeeping would be useful. Training will be provided.

Please note: This position is offered as part of our Community Employment Scheme; candidates must be in receipt of a social welfare payment. and should check their eligibility with their local DSP office.

Apply by sending CV and covering letter to LYCS catherine.cross@lycs.ie by post to the CEO, LYCS, Metropolitan House, James Joyce Street, Dublin D01 YC57. www.lycs.ie.

- **Sector:** financial and insurance activities