



Westgate Foundation



#CES-2412100



WESTGATE FOUNDATION, West Village,
Ballincollig, Co. Cork, P31 TF34



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/09/2025



27/10/2025

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



Accounts 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.

The Accounts Administrator will be responsible for providing administration and account administration support to the Accounts office.

Duties will include typing, filling, cash handling, accounts software.

Full support and training will be provided in an encouraging environment.

- **Sector:** human health and social work activities