



 EmployAbility Northwest Ltd

 #JOB-2426184

 EMPLOYMENT ABILITY NORTH WEST, Unit 1, Custom House Quay, Co. Sligo, F91 CD54

 No of positions : 1

 Paid Position

 35 hours per week

 Dependent On Experience

 23/12/2025

 14/01/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : phil@employabilitynw.ie



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



## Administrator - Payroll and Accounts Responsibilities

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Administrator payroll and accounts Duties and Responsibilities

#### Key Duties and Responsibilities

- Provide general administrative support to management and staff
- Manage correspondence, emails, phone calls, and diaries
- Maintain accurate records, databases, and filing systems in line with GDPR
- Support scheduling of meetings, prepare agendas, and take minutes
- Assist with events and service delivery as required

#### Payroll & Accounts

- Process payroll accurately and on time in line with Irish legislation
- Maintain payroll records, including PAYE, PRSI, Pensions and USC
- Prepare and submit payroll returns and liaise with Revenue as required
- Manage accounts payable and receivable
- Assist with financial administration process invoices, expenses, and petty cash
- Assist with bank reconciliations and financial reporting
- Support budget monitoring and financial compliance for funders and auditors

#### Other

Support reporting, governance, and compliance requirements

This is not an exhaustive list of duties and responsibilities

EmployAbility Northwest Ltd is a not-for-profit organisation committed to supporting people with disabilities, injury, or illness to get and keep jobs, and we help Employers to solve their staffing needs. The supported employment Employability Service is an INTREO Partner. Our Team of Job Coaches have secured hundreds of job matches since our service was established in 2001, and we work with companies large and small, both private and public.

We have offices in Sligo, Letterkenny, Buncrana, Falcarragh, Donegal Town and Carrick on Shannon.

We are seeking an organised, motivated and experienced Administrator with Payroll and Accounts

responsibilities to provide efficient administrative support to the smooth and compliant day to day operation of our organisation.

The ideal candidate will contribute to the effective running of the organisation by providing accurate, confidential, and reliable administrative, payroll, and accounts support. The post holder will demonstrate strong organisational skills, attention to detail, and a professional, people-focused approach, should have experience in Payroll, Accounts, Microsoft Office, proficient in Excel and report writing.

This is an excellent opportunity for someone who enjoys working in a purpose-driven environment and wants to contribute to meaningful social impact.

For further information please visit our website on [www.employabilitynw.ie](http://www.employabilitynw.ie) or email [phil@employabilitynw.ie](mailto:phil@employabilitynw.ie)

#### How to Apply

Please submit your CV and a Cover Letter outlining how you meet the criteria with your administration experience in particular payroll and accounts to [phil@employabilitynw.ie](mailto:phil@employabilitynw.ie) by Wednesday 14th January 2026 at 3.00pm.

Employability Northwest Ltd is committed to equality and diversity and welcomes applications from all sections of the community.

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

#### **Career Level**

- Experienced [Non-Managerial]