



KENMARE DISTRICT COMMUNITY GROUP

LIMITED



#CES-2426603



The Couthouse, The Square, Kenmare, Co.

Kerry, V93 P3FA



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



05/01/2026



16/02/2026

## 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](#)



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## Office Administrator/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.

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### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

It is important that the applicant be proficient in Written and Oral English. Must have some experience with computers. Payroll, Purchase Book, Receipt Book, Bank Reconciliations, Income and Expenditure and Completing all forms for Scheme.

- **Sector:** other service activities