



Finglas Childcare Ltd

#CES-2428200

DUBLIN N W AREA PARTNERSHIP, Rosehill

House, Main Street, Dublin 11, D11 T6Y7

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

12/01/2026

23/02/2026

## 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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## Admin Accounts Assistant

### 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.

Admin Accounts Assistant:

Assisting with the following duties:

accounts receivable

accounts payable

bank payments including online payments

year-end audit preparation

various reconciliations

creating and maintaining records

Must be willing to participate in mandatory and QQI training to further career goal.

Please contact [liesel@finglaschildcare.ie](mailto:liesel@finglaschildcare.ie)

- **Sector:** other service activities