



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

- **Sector:** other service activities