



#### WESTPORT BUSINESS COMMUNITY

LIMITED

#CES-2431856

The Leeson Enterprise Centre, Altamount  
Street, Westport, Co. Mayo, F28 ET85

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

30/01/2026

13/03/2026

#### 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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## Accounts & Administrator - Westport Chamber Office

### 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.

- To ensure that all company accounts and bank reconciliations are recorded and processed in an accurate and timely manner.
- Manage invoicing for membership and Certificates of Origin processed by the Chamber.
- Manage the Accounts Payable function and associated duties.
- To manage the records and accounts ensuring they are kept up to date and are reconciled
- Maintain, prepare and organise the accounts to annual audit stage.
- Assist company auditors as required.
- Fulfill all legal and statutory requirements to Revenue Online -
- To assist with all general office and operational matters.
- Manage all Petty Cash and account related roles.
- Support the manager in organising festivals, events and seminars.
- Process Certificates of Origin.
- Manage and respond to any queries for the family resource Centre/Leeson Enterprise Centre/Destination Westport

The is a CE work opportunity and training will be provided.

- **Sector:** other service activities