



Letterkenny Community Centre CLG



#JOB-2438478

LETTERKENNY COMMUNITY CENTRE,



Pearse Road, Letterkenny, Co. Donegal, F92

K060



No of positions : 1



Paid Position



24 hours per week



16.00-17.50 Euro Hourly



13/03/2026



31/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : Enas@letcomcentre.ie



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



Accounts Administrator

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

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Job Title: Accounts Administrator

Employer: Letterkenny Community Centre

Reporting To: Operations Manager / Centre Manager

Location: Letterkenny Community Centre, Co. Donegal

Hours of Work: 24 hours per week (3 days per week)

Contract Type: Part-Time Contract

Salary: €16 – €17.50 per hour depending on experience

(Equivalent to approx. €19,968 – €21,840 per year pro-rata based on 24 hours per week)

Main Purpose of Role

The Accounts Administrator will support the effective administration, financial systems, and organisational records of Letterkenny Community Centre. The role will assist with payroll processing, PAYE submissions, financial reconciliations, and organisational reporting to ensure strong financial governance and operational efficiency.

Main Duties

- Maintain administrative records, financial documentation, and operational data.
- Support financial processes including payments, invoicing, and financial tracking.
- Process weekly payroll and PAYE administration.
- Manage ROS PAYE submissions and Statements of Account.
- Maintain records relating to pensions, insurance accounts, and service contracts.
- Assist with wage subsidy documentation and reconciliations with welfare partners.
- Perform daily reconciliations using Xero accounting software.
- Complete monthly bank reconciliations.
- Carry out DSP reconciliation and related reporting.
- Assist management with reports, documentation, and coordination tasks.
- Support HR documentation and compliance administration.

Assist with grant documentation and funding reporting.

Liaise with staff, suppliers, and external stakeholders.

Process and record supplier invoices and prepare payments through the organisation's banking systems.

Maintain accurate records of all invoices, payments, and supporting financial documentation.

Assist with the administration and monitoring of organizational bank accounts and transactions.

Core Competencies / Skills & Knowledge (Essential)

Experience managing weekly payroll and PAYE submissions through ROS.

Experience performing bank and accounts reconciliations.

Experience in invoice processing, payment preparation, and financial record keeping.

Experience in accounts administration, bookkeeping, or finance support.

Strong organisational skills and attention to detail.

Proficiency in Microsoft Office and accounting software such as Xero.

Good communication and liaison skills.

Ability to manage workload and meet deadlines.

Ability to work independently and as part of a team.

Desirable

Familiarity with Xero or similar accounting software.

Experience working in community, charity, or voluntary organisations.

Experience with grant administration or funded projects.

Familiarity with booking systems or organisational management software.

Relevant qualification/Experience in Bookkeeping, Accounting, Business Administration, Finance, or equivalent experience.

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

Career Level

- Not Required