



Moore District CE Scheme CLG



#CES-2439942



MOORE COMM CTR, Lakeland, Ballydangan,
Athlone, Co. Roscommon, N37 HT68



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/03/2026



06/05/2026

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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Administration Officer / Payroll Clerk

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.

Manage payroll, calculate wages, carry out financial transactions, maintain financial records, manage payroll reports, prepare financial statements ie payments books, receipts book, bank reconciliation, manage time sheets, and general administration duties.

- **Sector:** other service activities