



St Marys Community Project Limited



#CES-2440602



St. Mary's Community Project Community Centre,  
9 Henrietta Street, Dublin, Dublin, D01Y1R9



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/03/2026



11/05/2026

### 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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## Bookkeeper

### 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.

#### Duties:

- Assist Project Supervisor with General Administration.
- Prepare Monthly Accounts , Income and Expenditure.
- Email Payslips weekly to Project Staff.
- Prepare Monthly timesheets for distribution.
- Keep record of all Leave for participants.

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