



Kilmoremy Parish Development Limited



#CES-2440640



Ballina, Co. Mayo,



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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## 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.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Previous experience in accounts, payroll, or bookkeeping is required for this Accounts/Payroll Assistant position to support the daily finance function, including payroll, invoice management, and bank reconciliations. Strong attention to detail, good organisational skills, and familiarity with accounting software would be an advantage. Suitable for a community employment placement with opportunities to gain practical finance experience and further training.

- **Sector:** other service activities