



Newport Ballina Killaloe CE CLG



#CES-2442052



NEWPORT COMMUNITY CENTRE,

Clonbealy, Newport, Co. Tipperary, V94 EY72



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/05/2026



02/07/2026

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](#)



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



Bookkeeper/Administrator Newport 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.

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

Payroll and Accounts - Manual and Computerised (Collsoft Payroll System)

Bank Reconciliations - Keeping good records of Income and expenditure

Computer Skills - Microsoft and Excel, good knowledge

Office/Reception - Taking messages, Dealing with incoming and outgoing Post

Training will be provided internally and externally

- **Sector:** other service activities