



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](#)



09/04/2026



21/05/2026

### 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/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.

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### Job Description

#### Duties

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

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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