



Ballivor Community Childcare



#CES-2442400



COISCÉIMEANNA CHILDCARE CENTRE,  
Maudlin Vale, Trim, Co. Meath, C15 Y32F



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/05/2026



19/06/2026

## 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 Administrator Assistant - Trim, Co. Meath.

### 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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

### Job Description

#### Duties

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

Duties to include: All training provided. Data input onto accounts production package, input sales invoices and receipts, purchase invoices and payments , bank reconciliations. Listen and take messages accurately. Record information accurately, take and follow directions, file, shred, print and scan documents. Fluency in English. MS Office - Word and Excel, email and the internet .

Team Worker. Applicants must supply suitable character and work references.

Location, Trim Co. Meath.

Please contact Deirdre Kelly on 087 281 6425 or Irene Farrell on 087 920 4441 for further information and to apply for this position

- **Sector:** other service activities