



COMMUNITY SERVICES - SANDYMOUNT,  
IRISHTOWN AND RINGSEND LIMITED



#CES-2442524



13A Fitzwilliam Street, Ringsend, Dublin 4,  
D04 YX56



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/04/2026



25/05/2026

## 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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## Admin/Payroll

### 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.

Processing timesheets, holidays etc., Setting up new staff on Thesaurus Payroll Software and AIB Bank,

Processing payroll weekly, Printing/emailing payslips and reports weekly, Accounts input on Excel spreadsheets,

Administration duties.

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