



Rathkeale Community Council Development

Assoc Ltd



#CES-2445659



RATHKEALE COMMUNITY CENTRE, The
Square, Rathkeale, Co. Limerick, V94 V6R6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/05/2026



12/06/2026

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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Secretary (Project)

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.

Duties to include book-keeping and accounts for the project. Payroll-Process wages, Issue Pay slips, Make Revenue payments,

Maintain records for expenditure, receipts of payments, and bank reconciliations.

Reception duties, Respond to clients enquires,

To ligase with project accountant

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