



Central CE Scheme Ltd



#CES-2448215

CEOLTAS CEOLTEORÍ EIREANN, Oriel Ctr



Dundalk Ga, The Old Gaol, Dundal, Co. Louth,  
A91 HD70



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/05/2026



24/06/2026

## 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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## Bookkeeper/Administration - CE Scheme Oriel Centre

### 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: maintain files and record, maintain attendance records, prepare statutory returns, operate computerised payroll. Knowledge of ROS, online banking and Office Suite. General admin duties.

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