



St Marys Community Project Limited



#CES-2448240



St. Mary's Community Projectmmunity Centre,
9 Henrietta Street, Dublin, Dublin, D01Y1R9



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

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:

- Assist Project Supervisor with General Administration.
- Prepare Monthly Accounts , Income and Expenditure.
- Email Payslips weekly to Project Staff.
- Prepare Monthly timesheets for distribution.
- Keep record of all Leave for participants.

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