



GRETB



#CES-2448942



COPE GALWAY, 3-5 Calbro House, Tuam Road, Galway, Co. Galway, H91 XR97



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



18/05/2026



29/06/2026

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-Cope Galway

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 -

Ensure all invoices are correctly coded and authorised in line with company policy.

Post invoices onto the accounting system

Ensuring all accounting records and documents are filed correctly

Assist Accounts team in Car/Van/Fleet Management tasks, to include ensuring tax, NCT, and insurance details are all up to date.

Assist Accounts team in completion of Bank Reconciliations

Prepare bank lodgements and make lodgements on a weekly basis.

Prepare cheque/cash advances and petty cash payments and ensure that the receipts/invoices that relate to these payments are received in a timely manner.

Process and reconcile all receipts from centres and departments.

As a member of the administration team, attend to general office duties e.g. answering phone, checking internal post on a daily basis, be flexible regarding the requirements of the external post etc. and contribute in the effective day-to-day operation of the Administration Centre.

Undertake any other duties as may reasonably be required by the Head of Finance.

The Role:

The aim of this role is to provide you with the skills and competencies required to work in an office administrative/accounts role.

As this is a developmental role, the candidate will be provided with both in-house and external training opportunities in order that they be allowed develop their skills and acquire qualifications which will assist them in attaining a full-time administrative/accounting or related position upon their completing the scheme. For further information please contact the Community Employment Supervisor, Damian Cunniffe at damian.cunniffe@gretb.ie or on 0876352678 for more details or tap the button to register your interest

- **Sector:** information and communication