



Kenagh Community Employment Project CLG,



#CES-2450774



KENAGH COMM EMPLOYMENT PROJECT,

Keenagh, Co. Longford, N39 R2E2



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/05/2026



10/07/2026

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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Office Administrator

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.

Duties to include:

Processing weekly payroll - Thesaurus / Brightpay

Payments - Process Invoices via online banking

Assist with preparation of Monthly Funding Claims

File Management of all documents for Auditing and Monitoring

Admin Duties: Maintenance of office records, financial record keeping, preparing bank reconciliations, revenue returns, petty cash

Clerical: Ordering of office supplies, equipment & accessories, filing time-sheets, annual leave, sick leave, employee records

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