



Northwest Roscommon CDP CLG



#CES-2454021



Community Resource Centre, Market Street,
Ballaghaderreen, Co. Roscommon, F45 EW98



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



18/06/2026



30/07/2026

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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Administrative Assistant

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.

Finance

- Maintain efficient and accurate accounts for the Company
- Reconcile monthly bank statements
- Liaise with and offer assistance to the Company's accountants and auditors
- Operate computerised pay-roll and carry out all necessary returns to revenue,
- Provide payslips and maintain a record of salaries paid.
- Put in place and maintain a system to record petty cash
- Pay approved expenses and maintain a record of expenses and payments

Office/Premises

- Oversee the general maintenance of the office and facilities
- Ensure that the office is supplied with the necessary equipment and supplies
- Implement the Project's Health and Safety procedures
- Maintain records and files

Secretarial/Reception

- Greet people calling to the Project, address their queries and maintain a record of same
- Keep a diary of events and timetables
- Perform general secretarial duties include word processing, minute taking, correspondence

- Ensure the proper functioning of the information technology systems in the Project

General

- An ability to work alone and on your own initiative
- To ensure administrative deadlines are met
- Carry out any other duties as required by the Manager
- **Sector:** other service activities