



Offaly Heritage Centre Ltd.



#CES-2454376



OFFALY HISTORICAL SOCIETY, Bury Quay,  
Tullamore, Co. Offaly, R35 Y5V0



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/06/2026



01/07/2026

## 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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## Accounts 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.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Candidates will have good computer skills in particular emphasis on MS Excel and have basic accounts experience in the areas of invoicing, payments, reconciliation and payroll. Experience with Sage payroll and Accounts is desirable but not essential. Training is provided

Work Skills: MS Excel, Sage Payroll, Sage Accounts, email, Scanning, reading accounts

Suitable applicants should send their CV's by post to Offaly Heritage Centre , Bury Quay, Tullamore, Co. Offaly or email [info@offalyhistory.com](mailto:info@offalyhistory.com)

- **Sector:** arts, entertainment and recreation