



KARE - Newbridge



#CES-2457274



KARE, Newbridge Ind Est, Athgarvan Road,
Newbridge, Co. Kildare, W12 NP40



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/07/2026



19/08/2026

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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Reporting to both CE Supervisor and Line Manager, the Account Assistant will be responsible for providing an efficient book-keeping and accounting support service to the KARE Accounts Department based in Central Services, Newbridge.

Duties and Responsibilities may include:

- Assist with Procurement Compliance duties carrying out ad-hoc analysis and file preparation as requested
- Prepare Tender documents and Requests for Quotes
- Carry out all administrative duties for the Procurement files
- Enter Creditors Invoices onto KARE Accounts System, analysing and costing correctly
- Assist with Debtor entries which includes posting invoices and checking Bank Statements on a weekly basis for receipts and enter transactions into KARE System
- Scan paperwork into KARE System and attach to transactions
- Check weekly petty cash returns and enter on KARE System
- Ad-hoc administration duties as required

- Adhere to all policies of the organisation
- Always maintain high professional standard and confidentiality
- Participate in staff training and development programmes and Performance Management
- Any other duties of a reasonable nature that may be assigned from time to time

Full training will be provided.

Further Information provided: Contact Veronica Roche at 045 448700 or

email ce@kare.ie

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