



Ballymany Area CE Scheme Ltd



#CES-2457723

NEWBRIDGE TOWN FOOTBALL CLUB,



Station Road, Newbridge, Co. Kildare, W12

PW89



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/07/2026



22/08/2026

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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Administration Assistant - Ballymany Area CE Scheme

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: Inputting and maintenance of financial accounts. Recording time-sheets and attendance records. Excel reports and bank reconciliation. Recording payroll and Revenue data. Filing and Ad Hoc Administration duties.

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