



Company Details Confidential



#JOB-2457819



Loughrea, Co. Galway,



No of positions : 1



Paid Position



15 hours per week



To be Confirmed



13/07/2026



10/08/2026

How to apply

Application Method :

Not available



Open your camera
app & point here
to view this ad
online



Part-Time Admin & Accounts Assistant

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

This role is primarily focused on bookkeeping, with some light administrative support duties.

You will work closely with the practice principal and assist in maintaining accurate client records and supporting the smooth day-to-day running of the office.

- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Specialising In:** microsoft products

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service, Interpersonal Skills
- **Competency Skills:** Flexibility, Initiative, Time Management