



The Liberties Community Project (SICCDA)



#CES-2460545



90 Meath Street, Dublin 8, D08 TPH9



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/07/2026



08/09/2026

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

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

Duties:

- Assisting the accounts department with various administrative and finance related tasks.
- Computerised bookkeeping/accounting using QuickBooks.
- Assisting with the preparation of the weekly payroll.
- Assisting with the preparation of financial claims for relevant Donors.
- Monthly preparation of bank reconciliations in QuickBooks.
- _ Otherwise assist as directed.

For further information contact Mairéad Moyne, CE Supervisor on 01-4536098 or email mmoyne@thelibertiescommunityproject.ie

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