



Garter Lane Arts Centre



#CES-2462608



GARTER LANE GALLERY, 5 O'Connell
Street, Waterford, Co. Waterford, X91 ER27



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/07/2026



28/08/2026

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.

Job Description

Duties

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

Reception front-line duties

- Accountable for invoicing and inputting onto Sage 50
- Liaising with Suppliers and following up with payments
- Coordinating the Petty Cash system for Garter Lane Arts Centre
- Counting of weekly stock control of Bar stock and cleaning products
- Responsible for bank reconciliations at end of month

To apply for this position please contact derek@garterlane.ie or call 0867705234

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