



ARKLOW UNITED COMMUNITY
EMPLOYMENT PROJECT LIMITED



#CES-2462682



ARKLOW UNITED AFC, Ferndale Pk,
Emoclew Road, Arklow, Co. Wicklow, Y14
WK60



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/08/2026



17/09/2026

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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online



Community Employment Project Bookkeeper

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.

Manual & Computerised accounts, Payroll preparation, Revenue records, General office duties. This position is suitable for someone looking to develop their admin / bookkeeping skills. Opportunity to complete training courses & work towards a major qualification while gaining valuable hands on office experience.

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