



Mayo Association Football League



#CES-2462836



MAYO FOOTBALL ASSOCIATION, Milebush
Pk, Lisnage, Castlebar, Co. Mayo, F23 CV08



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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Administrator

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.

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Job Description

Duties

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

Duties to include: Manual and computerized accounts, (Thesaurus) payroll with relevant revenue accounts, dealing with emails, computer operations, answering phones, coordination of forms and times sheets monthly and all general office administration. Preparation of documents for annual Financial Audit. Applicants should be computer literate.

Location: Milebush Park, Castlebar, Co. Mayo. F23CV08

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