



BALLYHOURA HERITAGE AND
ENVIRONMENT CLG



#CES-2463552



Ballyhoura Centre, Main Street, Kilfinane, Co.
Limerick, V35 T2P3



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/07/2026



04/09/2026

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



Administrative/Bookkeeping 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.

Duties include:

Running weekly payroll using Thesaurus software, Creditor Payments/invoicing/ Bank reconciliations. Preparing financial reports . Good working knowledge of excel, word, outlook. General Administration

The successful applicant will have good communication skills, fluency in English and good ICT skills. You will need to be organised, demonstrate accuracy and attention to detail and can work independently.

Position will involve some reception cover when required. Training will be provided on in-house systems as required. This vacancy requires participant to be fluent in English

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