



CONGRESS INFORMATION AND

OPPORTUNITY CENTRE CLG



#CES-2464815



Ennis, Co. Clare,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/08/2026



30/09/2026

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 / Administration 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.

Manual and Computerised Accounts;

Preparing Electronic Wage transfers; Upkeep of computerised income and expenditure records;

Assist in preparation of DSP claims

Administration:

Provide Administrative support to the Supervisor to include Typing, Filing and record keeping.

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