



Graiguecullen / Killeslin Parish Co. Ltd



#CES-2465494



Carlow Tourist Info Off, College Street, Carlow,
Co. Carlow, R93 H738



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/08/2026



05/10/2026

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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Carlow Tourism Accounts and Administrative 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.

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Job Description

Duties

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

Role Overview

The Accounts Assistant will work with and assist the Chief Executive Officer and staff of Carlow Tourism in maintaining accurate financial and administrative records. The role will support day-to-day bookkeeping, financial administration, office administration including maintenance of time sheets, ensuring that financial information is processed accurately and in a timely manner. The role will also involve general administration and reception duties from time to time

Principal Duties

- Assist with processing invoices, receipts and payments.
- Maintain financial records and filing systems, both manual and electronic.
- Assist with accounts payable and accounts receivable functions.
- Assist with preparing financial reports and spreadsheets for management and funding bodies.
- Record and monitor petty cash transactions.
- Support the preparation of monthly and annual financial information for auditors and accountants.
- Maintain confidential financial and personnel records.
- Maintain time sheets, both electronic and manual and record all annual leave, sick leave and time in lieu for approximately eight staff.
- Assist with grant and project expenditure preparations and maintenance of database of funding income
- Answer telephone enquiries and e-mails in relation to the accounting function appropriately.

- Provide reception and general administration support as required.
- Undertake other duties assigned from time to time by the CEO.

Knowledge, Skills & Abilities

Proficiency in the use of:

- Microsoft Word
- Microsoft Excel
- Outlook / E-mail
- Databases and record management systems
- Internet and online banking systems
- Accounting software (i.e. Bright) desirable but not essential

Knowledge of:

- Basic bookkeeping and accounting procedures
- Data entry and record maintenance
- General office administration practices

Excellent attention to detail and accuracy is required for this position.

Character & Personal Qualities

- Honest, trustworthy and able to maintain confidentiality.
- Well organised with good time management skills.
- Professional and courteous in dealing with colleagues, suppliers and visitors.
- Ability to work as part of a team and on own initiative.
- Willingness to learn new skills and undertake training.
- Reliable, punctual and flexible.

Working Hours

- 19.5 hours per week including a Saturday from 10 a.m. – 4.30 p.m. every three weeks and intermittently on a Sunday between the hours of 2 and 4 p.m. during the months of June, July and August

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