



North Leinster Money Advice & Budgeting

Service



#JOB-2465994



Brews Hill, Navan, Mullingar, Co. Meath, C15

XR8Y



No of positions : 1



Paid Position



35 hours per week



32374.00-47778.00 Euro Hourly



26/08/2026



11/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : northleinster@mabs.ie



Open your camera
app & point here
to view this ad
online



Regional Administrator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Regional Administrator

Full Time (35 Hours per Week), Navan, Co Meath

North Leinster MABS has a vacancy for a permanent, Full Time Regional Administrator. The Regional Administrator will support the essential HR, Finance and Governance functions of the company to ensure compliance with legal and regulatory requirements and the smooth operation of the company. For a full list of responsibilities please see the candidate pack.

- This is a permanent position subject to completion of a six month probationary period.
- Full Time Salary Scale: €32,374 to €47,778 (including 2 long service increments), pro-rata for part time staff.

How to apply:

Please complete the application form for Regional Administrator, Co Meath, which you can find at <https://www.mabs.ie/en/vacancies/regional-administrator-260826/>

Your completed application form should be emailed to us at northleinster@mabs.ie, using the reference in the email title of 'Regional Administrator Meath - Jobs Ireland'

Please note, we do not accept CVs.

- Incremental Credit: It is expected, that all new entrants to North Leinster MABS will be appointed at point one of the salary scale. However, North Leinster MABS operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into MABS. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form only. A request for incremental credit from a successful candidate must be made within the first 3 months of employment. The decision on whether or not to award an incremental credit is a decision made by the Board and is subject to the availability of funding.

- A panel may be formed of qualified candidates from which permanent, part-time Regional

Administrator posts which arise within the next twelve months will be filled should vacancies arise in this period. Posts will be located in the Navan, Co Meath area.

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

Career Level

- Experienced [Non-Managerial]