



Ballymany Area CE Scheme Ltd



#CES-2466603



Newbridge, Co. Kildare,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



31/08/2026



12/10/2026

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](#)



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



Administration Assistant - Newbridge Town FC

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 to include: Inputting and maintenance of financial accounts using Sage software. Completing VAT returns. Preparing Excel reports and bank reconciliation. Organizing bank lodgements and completing payments on line. Dealing with phone queries and taking bookings for bar, hall and pitches. Reconciling bar and pitch receipts. Entering Club Lotto numbers on alternate Tuesday evenings. Assisting with Club membership registrations and queries. Other ad hoc Administration Duties as required.

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