



Finglas Childcare Ltd



#CES-2468372



FINGLAS CHILDCARE SERVICES, North
Road, Finglas, Dublin 11, D11 CP58



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/09/2026



21/10/2026

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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Admin Assistant Finglas Childcare CLG, 2

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

Obtain quotes, invoices, and receipts from suppliers

Ensure finance procedures are followed

Reordering supplies

Balancing of petty cash box

Prepare documents for children's grants

Maintaining files as required by funders

Assist with day-to-day tasks in accounts office as they arise

Laise with Finglas Childcare Creches daily

Deal with enquiries from the public

Be willing to take part in all Mandatory training and any additional QQI training to enhance your career goal

Please contact liesel@finglaschildcare.ie

General Office Duties

- **Sector:** education