



Carmichael Centre for Voluntary Groups



#CES-2473144



CARMICHAEL CENTRE, 4 Carmichael
House, Brunswick St N, Dublin 7, D07 RHA8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/10/2026



13/11/2026

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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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.

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.

- Support the Accounts Receivable function including raising invoices and assisting with and completing monthly reconciliations
- Data inputting of financial data
- Assisting with the implementation process and financial control improvements to ensure the accounts receivable function runs as effectively and efficiently as possible

Filing

Essential

- Have some familiarity with Microsoft Word, Excel and Exchequer or be willing to engage in training for All.

- Be highly organised with an eye for detail.
- Conscientious and eager to learn.
- This is a trainee position and all training will be provided

Desirable

- To be an enthusiastic individual who is willing to work as part of a team
- Have some familiarity with Word, Excel and Exchequer
- Have prior experience working in an finance administrative/office-based role.

- **Sector:** other service activities