



South Dublin County Partnership



#CES-2476708

S DUBLIN COUNTY PARTNERSHIP, County



Hall, Belgard Square North, Dublin 24, D24

A3XC



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/10/2026



04/12/2026

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



Accounts Assistant - South Dublin County Partnership, County Hall, Tallaght

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.

- Assist with accounts payable and receivable activities, including invoice processing, payment tracking, and reconciliation.
- Maintain accurate and up-to-date financial records
- Perform data entry tasks on Microsoft Excel & CRM
- Assist with the preparation of financial statements, reports, and budgets.
- Collaborate with team members to ensure compliance with accounting principles, policies, and regulations.
- Provide general administrative support to the finance department as needed
- Answering telephone calls and taking messages
- Dealing with email enquiries
- Assist in general administration duties, including but not limited to document management, scanning, and filing.

Please send your CV to orlagh.hanratty@sdcpartnership

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