

## **Dun Laoghaire Community Training Centre: Administrator / Bookkeeper (Part Time) (<https://www.activelink.ie/node/107784>)**



Dun Laoghaire Community Training Centre CLG. provides educational and vocational training programmes and support services to early school leavers aged 16-21 years, in Dun Laoghaire Rathdown County. The courses are designed to support learners to develop key life and work skills and to achieve relevant certification necessary for progression into employment, further education, or training.

**The Board of Dun Laoghaire Community Training Centre CLG. invites applications from enthusiastic and self-motivated individuals for the position of:**

### **Part Time Administrator / Bookkeeper (25 hours p/w).**

The role of the Administrator / Bookkeeper is to support the Manager in managing all financial and accounting related aspects of the business, including the day to day operation and maintenance of Centre's financial and accounting systems.

#### **Specifically, the successful applicant will be responsible for:**

- Preparation and maintenance of financial records and accounts including debtors / creditors, income and expenditure, petty cash, staff salaries etc.
- Preparation and processing of the monthly staff payroll using Sage Micropay Professional and PAYE / PRSI returns to the Collector General via ROS
- Procurement of goods and services and payments to suppliers
- Preparation of monthly accounts and claims to funding agency

A full job description for this post is available by contacting the Manager, Dun Laoghaire Community Training Centre. Phone: (01) 2841194 (tel:012841194 ) or Email [catherinebell@dlctc.ie](mailto:catherinebell@dlctc.ie) (<mailto:catherinebell@dlctc.ie>)

Applicants for the post should have a relevant qualification and experience in administration / accounts / bookkeeping, be computer proficient and familiar with SAGE Payroll Professional. An ability to work as part of a team, as well as the ability to deal with statutory agencies and meet deadlines is essential. Applicants should possess excellent interpersonal and communication skills, be self-motivated and have an ability to work on their own initiative.

The salary scale associated for this post is €24,322 up to €41,495 (LSI 2), pro rata, and the starting point will apply as per national guidelines. Dun Laoghaire CTC offers an excellent package to the successful applicant, including a contributory pension scheme, training opportunities, generous leave and flexible working hours.

**Applications must include a cover letter and CV, which outlines your suitability for the role and sent to:**

The Chairperson,  
Dun Laoghaire Community Training Centre,  
41a York Road,  
Dun Laoghaire,  
Co. Dublin

or emailed to [catherinebell@dlctc.ie](mailto:catherinebell@dlctc.ie) (<mailto:catherinebell@dlctc.ie>)

Closing date for receipt of applications is **Monday 13th May, 2024**

*DLCTC is funded by DDLETB and is an equal opportunities employer.*



**Region**

Dun Laoghaire, Co Dublin

**Date Entered/Updated**

22nd Apr, 2024

**Expiry Date**

13th May, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/107784-dun-laoghaire-community-training-centre-administrator-bookkeeper-part-time>