

LYCS: Higher Clerical Worker - Community Training Centre **(<https://www.activelink.ie/node/115757>)**



LOURDES YOUTH & COMMUNITY SERVICES LTD

Metropolitan House, James Joyce Street, Dublin D01 KOY8

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www.lycs.ie (<http://www.lycs.ie/>)

Your opportunity to play an administrative role in changing the lives of early school leavers.

Community Training Centre Higher Clerical Worker

35 Hours per week

Overall CTC Aim:

To provide training, educational and employment related services for young people in a friendly and informal manner.

Established in 1984, LYCS is an integrated community based *education, training and development* project which is concerned with giving participants the opportunity to become involved in their own development and the development of their community. LYCS operates the following programmes: *Childcare, Community Training Centre, Youth Programme, Adult Education Programme, Global Citizen Education and a CE Scheme*

LYCS provides vocational and life skills training to early school leavers and others aged 16 – 21 who would otherwise have been excluded from active participation in both the workforce and the local community. Programmes are designed to enhance each learner's opportunities to learn new skills and achieve the certification necessary for progression into employment, further training, or continued education.

We are committed to supporting our young learners to develop the skills to progress towards their goals, in an environment that is inclusive, supportive, and respectful.

LYCS invites applications from enthusiastic and self-motivated individuals. The Higher Clerical Worker will be part of a team that report to the General Manager.

Essential requirements:

- A recognised formal qualification in the area of administration, finance QQI Level 6 or above.
- Minimum of 2 years proven experience of administration and using a finance accounts package including payroll. Knowledge of using Quickbooks and Collsoft payroll software packages an advantage.
- Excellent knowledge of using MS Office packages
- Experience of using online Revenue and banking systems.
- Excellent interpersonal and ICT skills

The salary scale associated with the post is €22,463 to €41,495 with maximum entry points applicable.

LYCS CTC offers an excellent package including, a contributory pension scheme, CPD supports and development

opportunities for the successful candidate. A job description is available on request.

To Apply:

Apply by sending CV and cover letter which outlines your suitability for the role based on the information provided in the advert and job description to padraigshinnick@lycsctc.ie (<mailto:padraigshinnick@lycsctc.ie>) or by post to Padraig Shinnick, LYCS, Metropolitan House, James Joyce Street, Dublin D01 KOY8.

LYCS is an equal opportunities employer.



Region

Dublin 1

Date Entered/Updated

20th May, 2025

Expiry Date

3rd Jun, 2025

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