

Trainee Accounts Administrator



Join County Kildare Leader Partnership (CKLP) and gain valuable business administration experience in the non-profit sector!

CKLP delivers community-based programmes in Co. Kildare, focusing on improving lives across the county. This role offers the opportunity to work within our Administration function, ensuring accurate financial records for government and other funding bodies. You will learn about programme administration, internal controls, and how activities impact broader company records.

Training and mentoring will be provided, with hands-on experience in accounting software, banking, and payroll systems. This role offers valuable experience for pursuing future qualifications such as ACCA, CIT, and Payroll.

The Role: As a Trainee Accounts Administrator, you will report to the Financial Controller and assist with administrative tasks. This role is mostly office-based with some flexibility.

Essential Skills:

- Proficient in MS Office (Word, Excel)
- Strong attention to detail and ability to meet deadlines
- Understanding of financial administration controls
- Eagerness to develop skills and pursue further qualifications

Key Responsibilities:

- Procurement and contract preparation in line with public policy, including tenders
- Processing receipts, issuing invoices, credit control, reconciliations, and travel claims
- Preparing requisitions, payments to staff/creditors, and reviewing supplier statements
- Maintaining records for funders and audit purposes
- Processing payrolls, pensions, reconciliations, and P30 returns

This role provides a great foundation for a future career in finance and administration!

To apply for this full-time role (35 hrs pw), please send your CV and Cover Letter to olivia@countykildarelp.ie by 5pm, Monday 12th May.

Interviews will take place in the week beginning 19th May.

