

Cherry Orchard Equine Centre: Book Keeper / Accounts Assistant (Part Time) (<https://www.activelink.ie/node/114693>)



BOOK KEEPER / ACCOUNTS ASSISTANT

Part time position(s)

Cherry Orchard Equine Centre CLG. is a registered charity providing a range of support services to families and young people in the Cherry Orchard area of west Dublin. The Charity has been in existence since 1999 and since then has become deeply embedded in the local community. More details about our work can be found on our website (www.cherryorchard.ie (<http://www.cherryorchard.ie>)) and our social media channels.

Cherry Orchard Equine Centre CLG (COEC) is seeking to recruit a Bookkeeper / Accounts assistant to join our finance department.

The purpose of the role is to focus on day-to-day bookkeeping, data entry, payroll, creditor control & payments and bank reconciliations. The finance department is a critical function of the organisation and the position requires a high attention to detail and high standards of accuracy and efficiency.

The position would suit an individual who has several years' experience working in an accounts assistant / book keeping role with an interest in the charity / not for profit sector. Under the supervision of the finance manager, the candidate will support the operation of the finance department and will be provided with training and development opportunities to advance their career.

The individual will also support the senior management team as required with budgets, securing quotes, purchasing goods and services, reports etc and will work collaboratively with other colleagues across the company particularly in the organisation of community events.

The organisation provides/manages the following services and programmes:

- Cherry Orchard Youth Service
- Cherry Orchard Youth Employability Programme
- CODY Youth Diversion Project & Scrambler Initiative
- Blue Door – crisis intervention and community development project
- Cherry Orchard Equestrian Centre
- Cherry Orchard Community Training Centre
- Cherry Orchard Community Employment Scheme

The position offers a competitive salary scale subject to experience and qualifications. The company offers generous terms & conditions and benefits also.

For more information, see the attached job description or get in touch directly by email below.

Application is by CV and detailed covering letter to jobs@cherryorchard.ie (<mailto:jobs@cherryorchard.ie>)

Closing date for applications is strictly Tuesday 8th April at 5pm.

Interviews will take place on Friday 11th April.

Candidates short-listed for interview will be notified no later than close of business on Wednesday 9th April.

This position is part funded by the Department of Rural & Community Development under the Community Services Programme, which is administered by Pobal



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



Region

Dublin 10

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8th Apr, 2025

Attachment	Size
25 - Bookkeeper job description.docx	96.21 KB

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