



Are seeking to recruit a full time Administrator for “Keadue Social Services”, a day care & activity centre and community food services programme servicing the needs of the older people and adults with disabilities in Keadue and the surrounding areas of North Roscommon and South Leitrim. The post will be based in Arigna.

- **Administrator**

Responsible for preparing the centre returns and complying with funder procedures including TAS books, payroll, public procurement and the Purchase Order system. A minimum of 1 years office administration experience including bookkeeping, financial returns, payroll and TAS computerized accounts is required.

*Compliance with the funder’s requirements regarding eligibility of individuals to hold a CSP supported post is set out in the job description which is available by emailing [martinamoffatt@ridc.ie](mailto:martinamoffatt@ridc.ie)  
Garda Vetting will be required for all roles and all posts will be on a fixed term contract basis to 31<sup>st</sup> December 2019, with possible extension.*

Applicants are asked to email their CV and cover letter to [martinamoffatt@ridc.ie](mailto:martinamoffatt@ridc.ie)

Closing date for receipt of applications is **10 am on Friday the 5<sup>th</sup> of May 2017**

Interviews will be held the **week of 8th of May 2017** with the post requiring an immediate start.

Roscommon LEADER Partnership is an Equal Opportunities Employer.

*This project was approved by Government with support from the Community Services Programme*

