**Part-time Bookkeeper/ Administrator**

Longueville House are in the process of recruiting for the role of part-time Bookkeeper/ Administrator (20 – 25 hours per week), and invite you to apply with CV to info@longuevillehouse.ie

The job requirements and tasks will include excellent IT skills, Excel, Word, Thesaurus, Quick Books or Sage, accounts payable, payroll on a fortnightly basis, bank reconciliation, submit PAYE returns, staff & creditor queries, new payee set up and so on.

Wage - €18 per hour.

Interviews will take place here in Longueville House during weekend afternoons between 2pm & 5pm.